

**Odisha Building & Other Construction Workers Welfare Board
Bhubaneswar – 751001**

Phone/Fax: 0674-2390079/23/28

Notice No. EOI- 02 /OBOCWWB

Dtd. 13.02.2018

**REVISED E.O.I. FOR EMPANELMENT OF AGENCIES FOR ADVERTISEMENT,
IEC ACTIVITIES AND EVENT MANAGEMENT**

Expression of interest (EOI) is invited from agencies for empanelment (for a period of three years) for different activities like Advertisement, IEC, and event management of programmes of this Office. Initially the empanelment with the selected agencies shall be for a period of one year which may be renewed for another two years on a yearly basis depending on satisfactory performance of the agency. However, the authority reserves the *right* to cancel the empanelment after one year. The EOI document with details of eligibility criteria and other terms & conditions can be downloaded from the website: www.bocboard.labdirodisha.gov.in Interested agencies may submit their EOIs in sealed envelope with all details as per the prescribed formats mentioned in the EOI document. The sealed envelope should be super scribed as “**EOI for Empanelment of Agency under OB&OCWWB**”. The EOIs must reach the office of the OB&OCWW Board, O/o The Labour Commissioner, Odisha on or before 24.02.2018 at 3.30 P.M. The undersigned reserves the right to reject any or all the EOIs without assigning any reason thereof.

-Sd-

Labour Commissioner, Odisha-Cum-
Member Secretary

EXPRESSION OF INTEREST FOR EMPANELMENT OF AGENCY UNDER OB&OCWWB

INSTRUCTION TO BIDDERS

1. Sealed EOIs are invited from the agencies having valid GST, PAN number for different activities like Advertisement, IEC, and event management of programmes of the **Odisha Building & Other Construction Workers Welfare Board Bhubaneswar**.
2. Key Information:

Sl.No.	Particulars	Information
1.	Cost of bid document (including GST) (non-refundable)	Rs.2,000/-
2.	Last date and time for receipt of EOIs	24.02.2018 up to 3.30 P.M.
3.	Date and time for opening of Eligibility Criteria	24.02.2018 at 4 P.M.
4.	Venue of Bid(EOI) Opening Meeting	Conference Hall, Office of the Labour Commissioner, Shrama Bhawan, Kharavela Nagar, Near Gurudwar, Bhubaneswar-751001
5.	Address for submission of bids	OB&OCWWBOARD, Office of the Labour Commissioner, Odisha, Shrama Bhawan, Kharavela Nagar, Near Gurudwar, Bhubaneswar-751001, email- obocwwboard@yahoo.com , Phone: 0674-2390079/13/28

Note: In case the closing date for sale of bid document or/ and date for Pre-Bid Meeting or/ and last date for receipt of bids happens to be a holiday for the Office of Labour Commissioner, Odisha, Bhubaneswar for any reason, the activity will be held on the immediate next working day at the same time & place.

Sd/-
Labour Commissioner, Odisha-Cum-
Member Secretary,OB&OCWWB

Cost of Bid Document:

- 3.1 The bidder shall submit along with the Technical Bid, the cost of Bid Document for **Rs.2,000/- (Rupees Two Thousand)** only (non-refundable) in the form of Demand Draft/ Pay Order from any Nationalized/ Scheduled Bank in India in favour of “**Odisha Building & Other Construction Workers Welfare Board**”, Odisha, payable at Bhubaneswar.

3.2 Any bid not accompanied by cost of Bid Document for **Rs.2, 000/- (Rupees Two Thousand)** only shall be rejected by the Purchaser as non-responsive.

4. Bids must be received by the Purchaser at the address and no later than the date and time specified in the bid document i.e. 3.30 P.M. of 24.02.2018. In the event of the specified date for the submission of Bids being declared a holiday for the Purchaser, the Bids will be received up to the appointed time on the next working day.

4.1 The Purchaser may, at its discretion, extend the deadline for the submission of bids by amending the Bidding Documents, in which case all rights and obligations of the Purchaser and Bidders previously subject to the deadline shall thereafter be subject to the deadline as extended.

5. Late Bids:

The Purchaser shall not consider any bid that arrives after the deadline for submission of bids i.e. **3.30 P.M. of 24.02.2018**. Any bid received by the Purchaser after the deadline for submission of bids shall be declared late, rejected and returned unopened to the Bidder.

6. Withdrawal, Substitution, and Modification of Bids:

6.1 A Bidder may withdraw, substitute, or modify its Bid after it has been submitted by sending a written notice, duly signed by an authorized representative, and shall include a copy of the authorization (the power of attorney). The corresponding substitution or modification of the bid must accompany the respective written notice. All notices must be:

- (a) submitted in accordance with the respective clauses of this bid document and in addition, the respective envelopes shall be clearly marked "Withdrawal," "Substitution," or "Modification;" and

6.2 received by the Purchaser prior to the deadline prescribed for submission of bids i.e. **3.30 P.M. of 24.02.2018**.

6.3 Bids requested to be withdrawn shall be returned unopened to the Bidders.

6.4 No bid may be withdrawn, substituted or modified in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the Bidder in the bid submitted or any extension thereof.

7. Eligibility Criteria:

The Agency

- i) Should have **annual average turnover** of minimum **Rs. 3 Crores** in the last three financial years [Turnover statement as per the **required format** certified by the chartered accountant supported with the annual **audited financial statement** (P&L account) certified by the chartered accountant has to be

furnished for the financial years: 2014-15, 2015-16, 2016-17; no provisional financial statement shall be considered.]

- ii) Should have a registered / branch office in **Bhubaneswar**
- iii) Should have valid GST number.
- iv) Should have valid PAN number.
- v) Should have been worked in minimum 5 **Govt. Organizations / PSUs / Banks/Pvt. Sectors** during the last three years for similar type of assignments as per this EOI (Copies of such empanelment / work orders to be furnished)
* The attested copies of the documentary proof towards aforementioned documents shall be attached serially with page number.

* The registered / branch office at **Bhubaneswar** must be **properly equipped** with staff and equipment for preparation of **artwork design** for publication of advertisement as well as for various printing assignments, Event management etc. (subject to verification by the OB&OCWWBoard)

8. The EOIs should reach the office of the Odisha Building & Other Construction Workers Welfare Board Bhubaneswar by on or before **24.02.2018. at 3.30 P.M.**

9.

Scope of Work

- Designing of Advertisements within **one day notice**.
- IEC Activities, Preparation and supply of **artwork & material preparation (including ppt.)** for creative corporate advertisements, **artwork design** of booklets / brochures / registers / newsletters, Bulletins and documentation of conferences, meetings etc. (softcopy of the contents of the printing materials shall be provided by the directorate) required for **various printing assignments** of this Office .
- Release of PR Support activities such as press releases, media articles & success stories as & when required.
- Organisation of Press Conference & media coordination & when required.
- Organisation of exhibition / event management as & when required.
- Designing and display of banners/Hoardings/IEC materials etc.
- Social Media (Website, Facebook, Twitter, Print & Electronic media etc.) Management.
- Photo videography of the events, visits, conferences, meetings and uploading in web page, social media, electronic media etc.
- Event management for the programmes activities as and when assigned.

10. Format and Signing of Bid:

The bid shall be signed by a person duly authorized to sign on behalf of the Bidder. The authorization shall be indicated by written Power of Attorney accompanying the bid.

Check List

11. Check list of enclosures:

- a) Cost of EOI paper.
- b) Copy of GST Certificate
- c) Copy of PAN number
- d) Documents in proof of past work experience.

- e) Certificate that the firm has never been black-listed.
- f) Name of the contact person with mobile, email address and postal address.

12. Period of Validity of Bids:

12.1 Bids shall remain valid for a period of **180 days** after the last date of submission of bid prescribed by the Purchaser. A bid valid for a shorter period shall be rejected by the Purchaser as non-responsive.

12.2 In exceptional circumstances, prior to the expiration of the bid validity period, the Purchaser may request bidders to extend the period of validity of their bids. The request and the responses shall be made in writing. No Bidder shall be required or permitted to modify its bid.

13. Format and Signing of Bid:

13.1 The bid shall be signed by a person duly authorized to sign on behalf of the Bidder. The authorization shall be indicated by written Power of Attorney accompanying the bid.

13.2 Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by the person signing the Bid.

14. Procedure for Empanelment.

- **Step I: Initial** screening shall be made based on the agency’s compliance to eligibility criteria and acceptance of scope of work.
- **Step II:**
EOI proposal of the agencies meeting the eligibility criteria only shall be evaluated and marking shall be awarded based on the following parameters / criteria:

Sl No.	Evaluation Parameter	Total Mark	Criteria for award for Mark
A	Turnover (last 3 financial years): Average annual turnover of the last three financial years along with audited balance sheet & P/L statement of last three years) (Details to be furnished in Format B)	15	> 3 cr ≤ 5cr : 7.5 marks > 5 cr ≤ 10cr. : 10 marks > 10cr. : 15 marks
B	Experience: No. of Govt. / PSUs / Banks/Pvt. sectors for which empanelled as an advertising agency during the last three years. (Work order / Contract copies of the empanelment must be furnished on the basis of which marking shall be awarded) *Note: Renewal shall be taken as one work order / contract only. (Details to be furnished in Format C)	15	> 5 nos ≤ 10 nos : 5 marks > 10 nos ≤ 15 nos : 10 marks > 15 nos : 15 marks

C	Receipt of Awards / Recognition (Details to be furnished in Format D)	5	
E	Presentation (ppt) of credentials and achievements of the agency before the committee.(15 min.)	15	
	Total	50	

- Bidders who meet the eligibility criteria are only invited to give Presentation (ppt) of credentials and achievements.
- EOI Proposals of the agencies who score **at least 30 marks or more** shall be considered for empanelment.

Other Terms & Conditions:

- Initially the empanelment with the selected agencies shall be **for a period of one year which may be renewed for another two years** on a yearly basis depending on satisfactory performance of the agency. However, the authority reserves the right to cancel the empanelment after one year.
- The empanelment can be terminated with a 30 days' notice period, if it is found that the performance of the agency is not satisfactory.

Submission of EOI

The EOIs has to be submitted in the prescribed formats (Formats A, B, C, D) along with the relevant documents as asked to be furnished in the relevant formats. The formats duly filled in along with the documents signed by the authorized signatory shall be put in a envelope and the sealed envelope should be superscribed as "EOI for Empanelment of Agency under OB&OCWWB". The EOIs must reach the office of the OB&OCWWBoard, Bhubaneswar, Odisha in the address mentioned below **on or before 24.02.2018, 3.30 PM only through registered post/Speed post/courier service.** No EOI shall be received by hand in the Office. The EOIs should be addressed to:

**Office of the Odisha Building & Other Construction Workers Welfare Board, O/o
The labour Commissioner, Unit-III, Kharvel nagar, Bhubaneswar – 751001,
Odisha.**

EOI FORMATS

FORMAT - A

INFORMATION ABOUT THE BIDDER

(The relevant documents has to be arranged serially as per the order mentioned below for the ease of scrutiny)

1	Name of the Organization	
2	Address of the organization with telephone Nos. (Registered Office)	
3	Address of Branch office in Bhubaneswar (In case the registered office is not at Bhubaneswar)	
4	Legal status / entity of the agency (Whether the agency is a Proprietorship / partnership or Private Ltd. Company)	(Attach photocopy of the registration certificate of the firm / company)
5	Year of Establishment	
6	Telephone Nos: (of Registered / Branch office at Bhubaneswar) Landline : Mobile:	
7	Fax No.	
8	Email IDs	
9	Name of authorized signatory (in capital letters)	
10	Specimen signature of the authorized signatory	
11	Telephone number of authorized signatory / Organization	
14	GST Registration no.	(Attach photocopy of Service tax registration certificate issued)
15	PAN	(Attach Photocopy of PAN)

16	Latest Income Tax Filing Certificate	(Attach photocopy of the latest income tax filing certificate)
17	Details of Bank Account	Name of Account Holder: Name of Bank with Branch: Account Type: Account No.: IFS Code:
18	Whether all documents submitted signed by the authorized signatory of the organization (Yes/No)	

DECLARATION

I / we hereby certify that the terms and conditions given with the tender notice have been read carefully and acceptable to me/us and that the information furnished above is full and correct to the best of my / our knowledge. I / we understand that in case any information provided above are found to be false at any stage, our Firm / Agency will be blacklisted / debarred by you and will not have any dealing with your organization in future.

(Signature and seal of the authorized signatory)

Place :

Date:

(Seal)

FORMAT B

(To be furnished in the **letter head** of the Auditor / Chartered Account)

ANNUAL TURN OVER STATEMENT

The Annual Turnover for the last three financial years of M/s _____ are given below and certified the statement is true and correct.

Sl. No.	Year	Turnover in (Rs.)
1.	2014-15	-
2.	2015 - 2016	-
3.	2016 - 2017	-

Average Annual Turnover (for the above three years) in (Rs.) _____

Date: _____ Signature of Auditor/Chartered Accountant

Place: _____ (Name in Capital)

Seal

Membership No.

Note:

*To be issued in the **letter head** of the Auditor / Chartered Accountant mentioning the **Membership no.***

*Note: **Provisional statement of account** shall not be considered.
(Please enclose **audited balance sheet & P/L Statement** of each financial year in support of the turnover furnished above).

FORMAT C

(To be furnished in the **letter head** of the Agency)

Name of the Clients for which empanelled as an Agency undertaking the similar works as per EOI paper.

A) PSU.....s	:	1. 2. 3. 4.
B) Govt. Organizations (Other than Odisha if any)	:	1. 2. 3. 4.
C) Govt. of Odisha Organizations	:	1. 2. 3. 4.
D) Banks	:	1. 2. 3. 4.
E) Private Organisations	:	1. 2. 3. 4.

(Attach **additional sheets** if the space provided is insufficient)

(Photocopies of the **empanelment letter / agreement** etc. from the organizations **in support of** the above-mentioned organizations are to be submitted **serially** with page marked in the order as mentioned above for **ease of scrutiny**).

(Signature and seal of the authorized signatory)

Place

Date

(Seal)

FORMAT D

(The relevant documents has to be arranged **serially** as per the order mentioned below for the ease of scrutiny)

1. Name and address of the Proprietor / Partners of the Agency:

Sl. No.	Name	Address
1.		
2.		
3.		

2. Names and address of the Directors of Agency:

Sl. No.	Name	Address
1.		
2.		
3.		

3. Give details of **Key staff strength (**full time**) with specialization in various departments at **Bhubaneswar Office**.**

Sl. No.	Name	Brief Qualification	Designation	*Specialization Area

* Specialization Areas: Media Planning / Creative Term / Client Servicing / Event Management / Exhibition / Production / Any other (Pl. mention) – Attach ***additional sheets*** if the space provided is insufficient.

4. Do you have the appropriate computerized scanning, processing facilities at Bhubaneswar: _____. Furnish the details in the table mentioned below:

Sl. No.	Details of equipment	Details of Software

5. Give details of major campaigns undertaken by you. (Enclose copy of the art pulls of the campaign you think to be your best so far):

6. Give details about your experience in the fields of Market Research, Public Relations and Road Shows:

Sl. No.	Name of the Client	Details of the activity

7. Have you designed and executed displays in Fairs / Melas, National / International Exhibitions, Tableaux, VVIP visits? :

If yes, furnish the details in the table mentioned below

Sl. No.	Name of the Client	Details of the activity

8. Have you any experience in Event management?

If yes, furnish the details in the table mentioned below

Sl. No.	Name of the Client	Details of the activity

9. Consent to provide the **Services** as mentioned in the scope of work:

- Preparation and supply of **artwork design** of booklets / brochures / registers / newsletters etc: Yes / No
- Ensure timely release of PR Support activities such as press releases, media articles & success stories as & When required: Yes / No
- Support & Facilitation in Organizing Press Conference as & when required : Yeas / No
- Support & Facilitation in organizing exhibition / event management as & when required: Yes / No

10. **Details of the Awards / Recognition received (which shall be counted for marking)**

- 1.
- 2.
- 3.
- 4.
- 5.

(Photocopies of the certificates of awards / recognition has to be furnished as documentary evidence for evaluation)

11. Any other relevant information you may like to furnish for your credibility:

(Signature and Seal of the authorized signatory)

Place

Date

(Seal)