

REQUEST FOR PROPOSAL (RFP)
For
**Photo Documentation (Coffee
Table Book)**



Mo School Abhiyan, Bhubaneswar

Mo School Abhiyan Parichalana Sangathan, Toshali Bhawan, A1-Block, 6th Floor,
Satya Nagar, Bhubaneswar- 751007, Odisha, India

Phone No:
E: office@moschool.in

MO SCHOOL ABHIYAN, BHUBANESWAR

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Satya Nagar, Bhubaneswar 751007, Odisha, India, E: office@moschool.in

No: 2381/MSA/22

Dt: 06/10/2022

Request for Proposal (RFP)

Request For Proposal (RFP) are invited from the intending company/firm/agency having valid CGST/OGST Clearance Certificate for the Photo Documentation of schools for Mo School's annual Coffee Table Book.

Request For Proposal (RFP) should be submitted in a sealed cover superscribed "RFP for Photo Documentation (Coffee Table Book)". The envelope containing RFP should be addressed to the Member secretary, MSAPS, Bhubaneswar on the top of the sealed envelope. Firm name and full address including telephone numbers should be mentioned at the bottom of the left side of the envelope.

RFP should reach this office on or before ^{17th Sept, 2022} 17th by 5 pm. The RFP received after the stipulated time and date will not be entertained. The bids will be opened on 17/10/22 at 12:00 PM in the office of MSAPS by the tender committee and in the presence of the bidders/authorized persons.

The detailed information can be seen in the RFP documents.

Visit our website: www.moschool.in

By order of
Member Secretary, MSAPS

Sd
Officer on Special Duty
Mo School Abhiyan

IMPORTANT INFORMATION

Important Information about the Request for Proposal (RFP)

Non-refundable RFP cost	Rs. 300/- (Rupees Three hundred only) in the form of demand draft from nationalised or scheduled bank, drawn in favour of the Member Secretary, MSAPS.
Last date for submission of Bids	<u>15/10/22</u> in the office of MSAPS through registered post and speed post. No other means will be accepted.
Opening of Bids	<u>17/10/22</u> at <u>12:00 pm</u> .

Sealed RFP is invited for the High resolution photo documentation for annual Coffee Table Book. Bidder must quote for the above activities with the various provisions of this RFP document. The selection of schools (to be documented) will be done as per the direction of the MSAPS officials.

The hiring rate chart should be quoted inclusive of manpower and all taxes i.e., GST, other tax etc. as per Govt. guidelines and the rate should be valid for one year from the date of finalisation of RFP. The rate of the article is negotiable.

The firm whose RFP will be accepted as the final bidder shall have to execute an agreement with the MSAPS, Bhubaneswar in non-judicial stamp paper worth Rs.10 (Rupees Ten only) on the same day of acceptance as the final bidder for hiring. Deviation if any shall result in intel forfeiture of the SD to the government and action will be taken by the authority as per law.

The authority reserves all rights to accept or reject the RFP without assigning any reason thereof.

Document submission

- a. A letter from the bidder
 - i. Describing the qualifying technical competence and experience of the bidder.
 - ii. Certifying that the period of validity of the bid is one year from the last date of submission of the bid.
- b. The profile of the bidder.
- c. CGST/OGST clearance certificate.
- d. Registration certificate.
- e. Permanent account number (PAN) card copy.
- f. EMD in the form of demand draft issued by any nationalised/scheduled bank in favour of Member Secretary, MSAPS, Bhubaneswar payable at MSAPS.
- g. Declaration on acceptance of terms and conditions and technical specifications as mentioned in the bid document.
- h. The hiring rate chart is to be quoted in annexure 'A'.
- i. Bid security declaration as per Annexure 'B' is to be submitted by the bidder.

Terms and Conditions

1. The bidder should submit all the documents as mentioned. If any bidder failed to submit any documents, that bidder will be liable for rejection.
2. The bidder must not have been blacklisted by any Govt. Organisation (attach declaration in stamp paper of Rupees Ten)
3. The quality of the photographs should meet the quality standards set by Mo School.
4. The successful firm must submit all the Photographs to the office of MSAPS for review and due approval within 30 days of the issue of work order.
5. The payment will be released after final approval and submission of the photographs.
6. The agency should reach the instructed destination at its own cost. No extra transportation charges will be paid.
7. The agency may be called with short notice at any time even on Saturday/ Sunday/ holidays. The selection of schools to be covered will be decided by the Mo School team.
8. If any dispute arises the matter shall be referred to the purchase committee for settlement of the dispute and the decision will be final.
9. The price quoted by the bidders shall be valid for one year from the date of signing of the agreement/finalisation of the RFP.
10. Financial Bids of only those firms will be opened, whose technical bids are found technically compliant/ suitable on technical evaluation.
11. The authority reserves all rights to accept or reject the tender without assigning any reason thereof.
12. The bid document can be downloaded from the website www.moschool.in

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Scope of Work

The company/firm/agency would work under the instructions and overall supervision of the MSAPS officials.

The quotation is invited for high resolution photography for Mo School's annual coffee table book, as per the following requirements.

1. **High-definition photographs** (The agency needs to capture high-resolution photographs from project schools under Mo School Abhiyan across the state)
2. **Theme based photography** (The agency needs to capture high-resolution theme based pictures for a crisp and clean effect)
3. **Submission of edited photographs** (The hiring agency must submit the edited version of all photographs along with the raw one)
4. The collection of photographs must comprise candid pictures of students, posed photographs and photographs of infrastructure and other element.

NOTE: The aspect of creativity, innovation and high standard of work will be considered for selection. The capacity to complete the job within the given time frame and with desired quality will also be considered.

Annexure- A

Financial Bids

If the Technical Bid is found complete in all respect and responsive, then the financial bid shall be opened.

Charge for High resolution photography of Coffee Table Book:

(To be quoted by the service provider)

- a) The bidder must specify the rate including travelling, accommodation, fooding, contingencies as per govt. guidelines. No other claims will be accepted.
- b) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- c) The Prices should be quoted in Indian Rupees only. (Both in figures and words)

Annexure B

(In Bidder's letter Head)

[Location, Date]

To

The State Project, OSEPA & Member Secretary
Mo School Abhiyan Parichalana Sangathan

BID SECURITY (EMD) DECLARATION

This is to declare that if our organisation withdraw or modify our Bids during the period of validity, or failed to sign the contract, if awarded our organisation will be suspended for the period of 03 years from being eligible to submit Bids for contracts with the Mo School Abhiyan Parichalana Sangathan.

Authorized Signatory [in full and initials]

Name and Designation of Signatory with Date and Seal:

Address of the Bidder