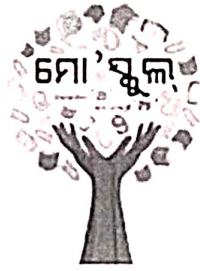


**Expression of Interest (EOI)  
for  
Photo Documentation (Coffee Table Book &  
Other works)**

EOI Ref No: 2734/MSA/23, Dt. 18.08.2023



**MO SCHOOL ABHIYAN PARICHALANA SANGATHAN**  
(An Initiative of Government of Odisha under School & Mass Education Department)  
6<sup>th</sup> Floor, A1 Block, Toshali Bhawan, Satya Nagar, Bhubaneswar-751007  
Website:[www.moschool.in](http://www.moschool.in), Tel No. : 0674-2572488

## Expression of Interest (EOI)

Expression of Interest (EOI) 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 and other works.

Expression of Interest (EOI) should be submitted in a sealed cover superscribed "EOI for Photo Documentation (Coffee Table Book)". The envelope containing EOI 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.

EOI should reach this office on or before 1<sup>st</sup> September 2023 by 5 pm. The EOI received after the stipulated time and date will not be entertained. The bids will be opened on 2<sup>nd</sup> September 2023 at 3pm in the office of MSAPS by the office committee and in the presence of the bidders/authorized persons.

Detailed information can be seen in the EOI documents.

Visit our website: [www.moschool.in](http://www.moschool.in)

By order of  
Member Secretary, MSAPS

Sd/  
Chief Operating Officer,  
MSAPS

**Empanelment of Agencies for Photo Documentation (Coffee Table Book & Other works)**

**Last date for submission of EOI 1<sup>st</sup> September 2023 (5:00 PM)**

**Opening of EOI 2<sup>nd</sup> September 2023 (3:00 PM)**

Scaled EOI 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 EOI document. The selection of schools (to be documented) will be done as per the direction of the MSAPS officials.

The firm whose EOI will be accepted as the final bidder shall have to make an agreement with the MSAPS, Bhubaneswar on non-judicial stamp paper worth Rs.10 (Rupees Ten only) on the same day of acceptance. Deviation, if any, shall result in the forfeiture of the agreement and action will be taken by the authority as per law. As per Govt. guidelines the empanelment will be valid for one year from the date of finalization of EOI.

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

**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. Organization (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 20 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/finalization of the EOI.
10. The authority reserves all rights to accept or reject the tender without assigning any reason thereof.
11. The bid document can be downloaded from the website [www.moschool.in](http://www.moschool.in)



### **Scope of Work:**

The company/firm/agency would work under the instructions and overall supervision of the MSAPS officials. The EOI is invited for high resolution photography for Mo School's annual coffee table book and other works, 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: Should have minimum resolution of 300dpi & width of 5000 pixel)
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 elements.

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 lime frame and with desired quality will also be considered.

### ELIGIBILITY CRITERIA (ESSENTIAL CRITERIA)

- The firm should have necessary Registration certificate.
- The firm should be located in Odisha.
- The firm should have at least three years (2020-21, 2021-22, 2022-23) experience of producing quality photography work orders from Govt. & Public undertaking organizations.
- The firm should have PAN number issued by the Income-tax department.
- The firm should have GST Number.

### DOCUMENTS TO BE SUBMITTED:

- Relevant EOI document and terms & conditions (each and every page) duly filled, signed and stamped by the printer along with the supporting Documents.
- Printer Registration certificate from appropriate authority.
- An audited copy (including balance sheet and P&L) of the annual turnover for last 3 years should be submitted.
- Copy of PAN number issued by the Income-tax department.
- Copy of GSTIN
- Letter of associated press/own printing facility
- Details of printing and designing works (Work order, completion certificate) executed for the last 3 financial years for Govt. & Public undertaking organizations.
- Sample of work (Coffee Table Books etc.)

### MODE OF DOCUMENTS SUBMISSION:

- Documents to be submitted at O/o Mo School Abhiyan Parichalana Sangathan, 6<sup>th</sup> Floor, A1 Block, Toshali Bhawan, Satya Nagar, Bhubaneswar-751007 through registered post/ courier service.

### EMPANELMENT PERIOD

- The empanelment will be for a period of one year extendable on a yearly basis for a maximum period of three years, on the basis of satisfactory services.
- The Panel of Printers empaneled through this EOI shall be eligible for award of work, as per the requirement as and when raised by MSAPS.

### EMPANELMENT PROCEDURE

- The evaluation of the applications for empanelment shall be carried out by the Committee constituted for this purpose.
- The Committee will examine and evaluate each application on the basis of information and documents submitted by the applicant.
- On the basis of the evaluation, a list of printers who fulfill the requirement and provide the realistic rates shall be prepared.

## NOTIFICATION OF EMPANELMENT

- MSAPS shall notify the successful applicant about empanelment in writing by registered letter or by e-mail.
- The applicant shall acknowledge in writing, receipt of the notification of empanelment and shall send its acceptance within 7 days of receiving the notification. Failure to abide by this may lead to termination of empanelment.

## AWARDING OF WORKS

- MSAPS shall call the empaneled agencies by inviting quotation for institutes printing requirements, as and when required, as per given time schedule.
- MSAPS shall carry out detailed evaluation of such received documents to arrive at best selected printer for that work.
- MSAPS shall select and enter into specific contract with identified printer on basis of scope, deliverables and terms and conditions.
- The selected printer shall be responsible and bound by that contract for successful execution of the work.
  
- The printer would be required to develop a specimen/dummy of the required printing material before going for final printing.

## PAYMENT

- Payment will be released on presentation of correct bill supported with the copy of the work order of the authorized officers of the MSAPS.

## CONFIDENTIALITY

Both the parties shall take all reasonable steps to minimize the risk of disclosure of confidential information.

## OTHER TERMS & CONDITIONS

- MSAPS's decision in respect of evaluation methodology and short listing of Applicants will be final and communications, whatsoever in this respect, shall be entertained.
- MSAPS also reserves the right to reject any application if:
  - i. It is not in the given format.
  - ii. At any time, a material misrepresentation is made or uncovered.
  - iii. The agency/firm/entity does not respond promptly and thoroughly to requests for supplemental information required for the evaluation of the application.
  - iv. Any un-authenticated, alterations, erasures, overwriting, blanking out or discrepancies may render the EOI submission invalid.



- In case any of the documents furnished by the vendor is found fake at any point of time, during scrutiny or during the entire tenure of empanelment, penal action can be taken against the defaulter vendor.
- During empanelment period, MSAPS reserves the right to de-panel, if the service provided by the vendor is found to be unsatisfactory or if, at any time, it is found that the information provided for empanelment is false, the MSAPS reserves the right to remove such vendors from the empaneled list without giving any notice to the vendor in advance. MSAPS's decision will be final and binding in this regard.
- For all printing jobs, approved rates for printing shall be applicable. No hike in the rates shall be entertained.
- MSAPS reserves its right to terminate the empanelment at any time without assigning any reason and call for a fresh empanelment.
- MSAPS will periodically review the performance of the empaneled Printing Agencies and will take action as deemed fit in case of underperformance.
- The Printer shall be solely responsible for compliance with the provisions of all central and state Laws, various taxes & levies relating to persons deployed for providing services to MSAPS.
- This EOI is neither an agreement nor an offer and is only an invitation by MSAPS to the interested parties for submission of applications.





**MO SCHOOL ABHIYAN PARICHALANA  
SANGATHAN**

(An Undertaking of School & Mass Education  
Department, Government of Odisha),

**Application form for Empanelment of Agency Photo  
Documentation (Coffee Table Book & Other Works)**

GENERAL

**Note to fill the Application Form:**

1. It is essential to fill in all columns of the application.
2. Each page of the application form to be signed by the authorized signatory.
3. Attach separate sheets to fill in the details, wherever required.

Name of the Agency: \_\_\_\_\_

Office Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephones Nos.: \_\_\_\_\_

E-mail / Website: \_\_\_\_\_

Mobile Nos.: \_\_\_\_\_

Nature of ownership of firm (Sole/Partnership/otherwise)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If Registered, Regn. No. with name of authority:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Validity of registration:  
\_\_\_\_\_  
\_\_\_\_\_

GST. No.:

\_\_\_\_\_

PAN No. :

\_\_\_\_\_

Is the firm, on the panel of any other govt. organization:

\_\_\_\_\_

Details of printing and designing works executed for the last 3 financial years (indicate year-wise)

Please attach list

\_\_\_\_\_

Details of turn over for the last 3 financial years (indicate year wise)

\_\_\_\_\_

List of clients with telephone Nos. in respect of which works have been executed successfully:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sample of work (copy attached):

\_\_\_\_\_

Any other (Achievements):

\_\_\_\_\_

**(Signature of the Proprietor/Authorized Signatory)**

**Rubber Seal of the**

**FirmPlace:**

**Date:**