

Letter No 561

Date 25-02-26

Expression of Interest (EOI) for Audiovisual documentation, supply of Display Board & Booklet (publicity materials) under Comprehensive Rice Fallow Management (CRFM) 2025-26 of Khordha district

Expression of Interest (EOI) is invited by the Chief District Agriculture Officer, Khordha from intending agency/ reputed firms for audiovisual documentation, supply of Display Board & booklet (publicity materials) **under Comprehensive Rice Fallow Management (CRFM) 2025-26 of Khordha district**. The intending agencies shall submit the EOI documents by sealed cover **separately** super scribed in capital letters i.e. **"EXPRESSION OF INTEREST (EOI) for audiovisual documentation/ preparation of Display Board/ Booklets (publicity materials)"** to the Chief District Agriculture Officer, Khordha by 05.03.2026 upto 05.30 PM and will be opened in the next day at 11.00 AM in presence of the committee constituted by the Chief District Agriculture Officer, Khordha. The CDAO, Khordha will not be liable for any delay for not offering the EOI in stipulated date and time mentioned above. The agency may submit the EOI through Regd Post/ Speed Post to the address mentioned above.

N.B: The price quoted for each items will be considered as price inclusive of all taxes.

List of Documents to be Submitted

1. General information of the agency must be filled as per **Annexure-I**.
2. Self certificate that the Agency has not been blacklisted in the past.
3. Average annual turnover of 3 (Three) consecutive years must be 20 (Twenty) lakhs or above (Turn over statement of the last 3 years certified by Chartered Accountant is to be furnished)
4. The Agency must finish a copy of his/ her GSTIN Registration Certificate and clearance along with PAN card.
5. Income Tax filing certificate for the last three years.
6. The agency must provide bank details.
7. The agency must provide a proposed quoted price as per **Annexure-I**.
8. The agency must have conducted documentation and preparation of video CDs for similar agricultural assignments under Department of Agriculture & Farmers' Empowerment, Govt of Odisha, Previous experience of supply of display boards & booklets (publicity materials) of any Govt agencies must given (Order copy must be enclosed) specially in Khordha district.
9. The agency must have been empanelled under I & PR Department or DA & FE.
10. The final selection will be made on basis of lowest quoted price.

11. The authority reserves the right to accept or reject any or all quotations without assigning any reasons thereof. Besides, the applications received in incomplete forms after due date will also be rejected.
12. The payment to the agency on the assignment will be made by assigning authority/ office for the deliverables submitted by the agency. The schedule of payment will be decided by the authority.
13. The agreement shall be commence from the date of signing and shall continue initially for this season unless it is curtailed or terminated by the authority owing to deficiency of service, sub standard quality of performance, breach of contract etc or change in requirement.
14. The resolution of video shooting should not be less than 1920 X 1080 pixels.
15. The documentation of the demonstration will be made from seeding to harvesting including crop cutting and field day. The rate for documentation must be as per the prevailing rate of I & PR, Govt of Odisha.
16. Normal size of display board will be of 5 ft X 3 ft.
17. The display board must be made from Iron Frame along with standee & Flex Banner.
18. The rate quoted includes transportation cost to block points and all taxes.


25/02/2026
Chief District Agriculture Officer
Khordha

N.B: Point No.3 is not applicable for Booklets (publicity materials)