



DIGHA SANKARPUR DEVELOPMENT AUTHORITY
(A STATUTORY AUTHORITY UNDER THE GOVT. OF WEST BENGAL)
P.O.-DIGHA NTS, DIST.-PURBA MEDINIPUR, PIN CODE-721463
PH :: (03220) 299001, www.dsd.gov.in E-mail ID: eodsda@gmail.com

NOTICE INVITING TENDER/NIQ/EOI/RFP NO. : 94/DSDA/ OF 2023 – 2024

E.O.I. invited for operation of YouTube Channel of Digha Sankarpur Development Authority on professional manner

Digha Sankarpur Development Authority, under the Department of Urban Development & Municipal Affairs, Govt. of West Bengal, invites EOI for operation of YouTube Channel of DSDA on professional manner as described in the Schedule below, from the intending persons/organizations for specific purposes as stated therein.

DSDA reserves the right to accept/reject any or all offers at its sole discretion without assigning any reason whatsoever and the same will be binding on the Applicant-Bidders.

Salient Features are as under :

1.	Scope of work	:	<ul style="list-style-type: none">➤ Shooting of video of nature at Digha, Sankarpur, Tajpur, Mandarmani, Dadanpatrabar & Surrounding places under DSDA areas on a regular basis & uploading the same with voiceover after editing (whenever required) in DSDA's YouTube Channel.➤ Shooting of DSDA's property & its utility on a regular basis & uploading the same with voiceover after editing (whenever required) in DSDA's YouTube Channel.➤ Interaction with tourists on their opinion on Digha & surrounding areas.➤ Live streaming of major events like Digha Festival, "Bangla Moder Gorbo" etc. and other Govt. & Pvt. events approved by DSDA.➤ Sharing of local news on Digha (link only).
2.	Amount of Earnest Money	:	Rs. 10,000/- (Rupees Ten thousand) only
3.	Amount of Security Money	:	Rs. 10,000/- (Rupees Ten thousand) only [to be deposited by the successful bidder].
4.	Minimum Eligibility Criteria	:	Any intending persons/organizations may participate in this EOI. The applicant is required to prove his/its identity. In case of companies, trusts, Societies, relevant documents of incorporation/registration are required to be submitted. The bidders should have sufficient professional experience in this regard.

Schedule of Dates :

Sl. No.	Activity	Date & Time
1	Date of Issue of EOI	: <u>14.12.2023</u>
2	Last date of submission of Bid.	: 21.12.2023 upto 3.00 P.M.

3	Opening of Bid at the office of the Executive Officer, DSDA	: <u>21.12.2023</u> at 3.30 P.M.
4	Validity of bid	: 30 days w.e.f the date of opening of EOI.

Duration of Contract :

The duration of the contract shall initially be for 1(one) year which may be extended for another 2(two) years subject to satisfactory performance of the bidder alongwith due approval of the DSDA.

Receiving documents :

Relevant EOI documents must be submitted for participating in this EOI. If the mandatory documents are not submitted within the stipulated date & time, then bid of the applicant shall summarily be rejected and the bid offer shall not be opened. The Details of Mandatory Documents are given below :

- i) PAN Card.
- ii) G.S.T. Certificate.
- iii) Latest I.T. Return.
- iv) Trade License.
- v) Relevant Experience certificate (If any).

If the applicant is an authorized signatory he/she should submit document of authorization in his favour along with the application. In case of Partnership firm, copies of the partnership deed are to be sublimated.

Payments Terms :

- 1) The payment shall be made on monthly basis after completion of the every calendar month on satisfactory performance & upon submission of bills including CGST, SGST, IT & Cesses as applicable.
- 2) The Authority shall be entitled to terminate contract if the services of the agency or his/her staff engaged for the said purpose be found unsatisfactory on giving 30(thirty) days notice to the agency.
- 3) Any additional taxes/ duties/ levies/ Parking Charges/ Staff payments etc. and expenses, if any as applicable shall entirely be paid by the Successful Bidder(s). Nothing extra shall be paid for the above purpose.

General Terms and Conditions :

- 1) The Bidder shall have to quote the rate he/she likes to draw per month for the above purpose in Financial Bid(BOQ).
- 2) The Bidder shall quote the rate inclusive of all taxes, duties etc.
- 3) The payment shall be made on monthly basis after completion of the every calendar month on satisfactory performance & upon submission of bills including CGST, SGST, IT & CESS as applicable.
- 4) The agency shall have to operate the YouTube Channel fully as mentioned above regularly.
- 5) The agency will follow the general guidelines as may be suggested by the Executive Officer, DSDA.
- 6) The successful bidder whose offer may be accepted will have to execute an agreement embodying the terms and conditions of the contract in the form approved by the Authority within 15(Fifteen) days from the date of intimation of the selection.
- 7) The date of commencement of this contract will be the date of this agreement and this contract will initially be for a period of 01(One) year which may be extended for another 2(two) years subject to satisfactory performance of the agency alongwith due approval of the DSDA.

- 8) The Authority reserves the right to reject any or all of the offers received without assigning any reason whatsoever.
- 9) The Authority shall be entitled to terminate contract if the services of the agency be found unsatisfactory on giving 30(thirty) days notice to the agency.
- 10) The equipments for operation of above projects are to be provided by agency and should be kept under his/her own responsibility.
- 11) Anchoring & shooting with models shall be done with due care and during interview no personal, political, religious question shall be asked to the tourists. If any tourist/s doesn't wants to get interviewed, the anchor shall not pressurize him/ her at any point.
- 12) The interviewer shall not ask any question which may destroy the harmonies with the neighboring & other Districts, States and nations.
- 13) The agency should keep in mind that no illegal activities to be occurred or no personnel picture/ video to be shared in DSDA's YouTube Channel without consent of the person concerned.
- 14) The agency should keep in mind that no personal/ individual canvassing/ blogging/ vlogging/ Reels making shall be done at any circumstances neither shall be shared in DSDA's YouTube Channel without consent of the authority.
- 15) The agency should produce the details of staff engaged for this purpose to this office and every staff and representative shall wear Identity Cards during the shooting/ interviewing.
- 16) If the Agency/Concern committing any violation of the terms and conditions, the DSDA would be at liberty to terminate the agreement by giving 30(thirty) days written notice to the Agency/Concern and the fine may be imposed for such an improper and unprofessional behavior. On receiving any complaint on serious nature against the Agency/Concern, necessary penal action may be taken immediately by the local police authorities.
- 17) The agency should produce the details of Complaint number/ Helpline Number alongwith name of concerned staff who may handle such complaints against the Agency/ Concern on the content and behavior issues only.
- 18) The Bid must be submitted within stipulated date & time mentioned above.
- 19) The Agencies/Concern is required to discuss the matter with the authorized personnel to get acquainted about the said before submission of offer. The bidder shall furnish documentary evidence that he has the financial, technical and operational capability necessary to perform the contract.


Executive Officer
Digha Sankarpur Development Authority
& Spl. Officer, U.D.&M.A. Deptt.

Dated : 14.12.2023

Memo No. : 2578 /DSDA/2023-24

Copy forwarded for information to:

1. The Hon'ble Chairman, DSDA & District Magistrate, Purba Medinipur.
2. The Hon'ble Vice- Chairman, DSDA & S.D.O., Contai.
3. Reception / Notice Board.


Executive Officer
Digha Sankarpur Development Authority
& Spl. Officer, U.D.&M.A. Deptt.

ANNEXURE - I

APPLICATION FORM

To
The Executive Officer,
Digha Sankarpur Development Authority,
Digha :: Purba Medinipur.

Ref: - Operation of YouTube Channel of DSDA on professional manner.

N.I.Q. No. : 94 (Sl. No. ____)/DSDA/ 2023-2024

Dear Sir,

Having examined the EOI documents, I/we hereby would like to state that I/we will fully accept all your conditions and offer for the same as per EOI stated above. I/We also agree to remedy the defects after/during installation of the above work in conformity with the conditions of contract, specifications and addenda.

Dated this _____ day of _____ 202_____

Full name of Bidder / Contractor : _____

Signature : _____

In the capacity of : _____

Duly authorized to sign bids

for & on behalf of (Name of Firm) : _____

Office address with seal if any : _____

Telephone no(s) (office): _____

Mobile No : _____

Fax No: _____

E mail ID: _____

ANNEXURE - II
(Financial Bid)

Sl. No.	Description	Bid Amount in Rs. (month wise only)	C.G.S.T	S.G.S.T.	Total Amount (in words)
1	Operation of YouTube Channel of DSDA on professional manner				

Signature of the Bidder