

BERHAMPUR MUNICIPAL CORPORATION

QUOTATION CALL NOTICE

No. 3577

Date: 3-3-2021

The Commissioner, Berhampur Municipal Corporation invites sealed quotations from Local Event Organisations/ Companies for "Creation of Digital Videos and Pages for one year" for Berhampur Municipal Corporation.

The Start and end date of sale of quotation from 04/03/2021 to 15/03/2021. Quotations should reach the undersigned by Speed Post/Regd. Post on or before 15/03/2021 by 5.00 PM and will be opened on 16/03/2021 at 11.30 AM in the office chamber of the undersigned in presence of the quotationer or their authorised agents who intend to attend. The rate to be quoted shall be inclusive of Installation, handling and transportation / delivery charges (Inclusive of Taxes). No extra cost on any account whatsoever will be admissible. Conditional quotations will be rejected immediately. The rate should be written clearly and legibly without any error or overwriting and both in figures and in words. IN case of difference or rates or any ambiguity over rates, then the rates written in words will be taken into consideration.

The following are the minimum qualification:

1. The firm should have local registration.
2. Should have relevant experience in last three years with Govt. organisations/ULBs. (Supporting documents to be enclosed)
3. The Annual Turnover should be 30 lakhs average in last three consecutive years. (Supporting documents to be enclosed)

The following documents should be furnished with the bid.

1. Bid cost of Rs. 2240/-(Non-refundable) in shape of DD in favour of Commissioner, Berhampur Municipal Corporation.
2. E.M.D. of Rs. 5,000/- in shape of DD in favor of Commissioner, Berhampur Municipal Corporation.
3. Copy of Local Firm Registration
4. PAN
5. GST Registration
6. Relevant experience (last three years) with Govt. organisation.
7. Last three year Turnover Certificate.

The bidders should make the Digital Videos, Pages, Events as desired by the Authority from time to time in the Approved price for one year from the date of Workorder. Another one year may be extended if mutually agreed by both the parties at same price. The sealed quotations should be superscribed on the cover as "Quotation for Digital Video, Contents, Pages for one year". Further clarifications can be obtained from this office. The undersigned reserves the right to accept or reject any quotation without assigning any reason thereof. The quotationers should submit their offers in the following format.

Sl.No.	Description	Unit	Qty	Rate Quoted	
				In Figures	In Words
1	Digital Campaign Video (For Two minute)	No.	1		
2	Single Digital Page Design	No.	1		
3	Video Shooting and editing (For Two Minutes)	Nos.	1		
4	Photo Designing for Social Media (Twitter/Facebook etc.)	No.	1		

Commissioner
Berhampur Municipal Corporation

Memo No. 3578

Dt. 3-3-2021

Copy submitted to the Collector, Ganjam, Chatrapur for favour of kind information with a request to please display a copy of this Notice in his Office Notice Board for wide circulation:

Commissioner
Berhampur Municipal Corporation

Memo No. 3579

Dt. 3-3-2021

Copy forwarded to the Steno to Administrator, Berhampur Municipal Corporation / P A to Municipal Commissioner/ City Engineer/ Steno to E.E., Berhampur Municipal Corporation for information and necessary action.

Commissioner
Berhampur Municipal Corporation

Memo No. 3580

Dt. 3-3-2021

Copy with enclosure for pasting on the office Notice Board/spare copies to concerned files for reference and record.

Commissioner
Berhampur Municipal Corporation