

NOTICE INVITING TENDER (NIT)

**TENDER DOCUMENT FOR PRODUCTION OF
DIGITAL VIDEO
FOR
CENTRE FOR BUSINESS INNOVATION**

INDIAN INSTITUTE OF CORPORATE AFFAIRS
MINISTRY OF CORPORATE AFFAIRS
PLOT NO.6, 7 & 8, SECTOR-5, IMT MANESAR, GURGAON

GENERAL

Indian Institute of Corporate Affairs (IICA) invites sealed tenders from well established, experienced, reputed and professionally run printing/publishing houses in India possessing requisite technical capabilities and in-house setup, the state of art facilities and fulfilling other eligibility criteria for production of a series of small documentaries on a turnkey basis for the "Centre for Business Innovation".

The interested bidders will have to apply in the prescribed format for both technical and financial bids. The interested bidders have to pay an earnest money deposit (EMD) of Rs.20,000/- by Pay Order/ Demand Draft in favour of Indian Institute of Corporate Affairs, New Delhi. The pay order/ demand draft of Rs 20, 000 may be kept in the envelope for technical bid. The bids without earnest money will not be entertained.

The time schedule for submission and opening of bid is as under:-

1. Last date for submission of Bid: March 04 , 2015
2. Date of opening of Technical bid: March 06 , 2015
3. Date of opening of Financial bid: March 06 , 2015

The interested parties will have to submit tender document in two parts. First part will be 'Technical bid' consisting earnest money deposit of Rs. 20, 000 (Rs. twenty thousand only) in the form of Pay Order/ Demand Draft in favour of Indian Institute of Corporate Affairs, New Delhi, proof of eligibility qualification with broad details about the publisher and also signed copy of terms & conditions as given in tender document complete in all respects. The second part of bid will be "Financial bid" containing all the details as required in "Financial bid" document given in tender document.

The envelopes containing "Technical bid" & "Financial bid" be superscribed as under:-

- 1- "Technical bid" for production of Digital Video's for the "Centre For Business Innovation"
- 2- "Financial bid" for production of Digital Video's for the "Centre For Business Innovation"

Both the above envelopes containing Technical bid & financial bid shall be together placed in a third sealed envelope with the superscription for production of Digital Video's for the "Centre For Business Innovation" All the envelopes should contain the detailed address of the bidders.

The bid document, complete in all respects and sealed properly shall be submitted at Indian Institute of Corporate Affairs (Plot no.6, 7 & 8, sector-5, IMT Manesar, Gurgaon) till the above mentioned date upto 4:00 PM. The financial bid of the bidders who do not conform to requisite specification & fulfil other conditions in their technical bid shall not be opened. One authorized representative of each of the bidder may be present at the time of opening of the bid.

TERMS AND CONDITIONS

Eligibility Criteria:

- 1) The bidder should have minimum three years' experience in the field of production of videos with in-house facilities & support for editing, publishing, content writing, multi-language support, broadly classified into Pre-Production, Production & Post Production Activities respectively.
- 2) The Bidder should have expertise in converting short films into the regional languages of India on need to need basis for which separate charges will be paid..
- 3) The Agency should be registered with the concerned tax authorities such as TIN/TAN, PAN, Service Tax, Sales Tax/ VAT department Or GST as applicable from time to time and other authorities, copy of certificate to be submitted along with financial & Technical bid.
- 4) The Agency/ firm/ individual must submit a list of firms & Organisations/Government departments/ Ministries for whom they have

undertaken similar projects segregated as completed, in-process & upcoming respectively.

- 5) Copy of the PAN, TAN, VAT, Service TAX card and other applicable agencies.
- 6) An Earnest Money deposit of Rs.20,000/- by Pay Order/ Demand Draft in favour of Indian Institute of Corporate Affairs, New Delhi. The pay order/ demand draft of Rs. 20,000 may be kept in the envelope for technical bid. The bids without Earnest Money will not be entertained.
- 7) The Agency shall provide undertaking for maintaining Privacy, for avoiding Conflict of Interest, Statement for Non-Vested Interest & for maintain high levels of Standards & professionalism in providing latest & updated information/technology to The IICA particularly in respect of any change taking place subsequent to the tender submission.
- 8) The Agency shall provide certificate that the firm or organisation or corporate or any person associated with the operation & management are not Black-Listed by any Government Department or Ministry and no criminal case / complaint is pending against them anywhere in India or abroad, copy of the certificate may be attached with the bid.
- 9) The Successful bidder/s shall have to enter into separate agreement with IICA as and when engaged for an event / film.
- 10) The agreement will be valid for one year and can be extended further based on the performance.

INTELLECTUAL PROPERTY RIGHT:

The prospective Production house will assign the copyright of the digital material used in the process of recordings to IICA without royalty claims there to.. IICA will hold the Copyright, Trade Rights and Intellectual Property rights and it may be used for further research and teaching purpose, publicity, marketing, branding, product positioning of the Centre for Business Innovation or IICA as whole on other platforms with further approval from the management.

Indemnify Clause

The Agency shall indemnify the IICA for any injury or loss or damage caused to IICA on account of any infringement of copyright of another person or persons or on account of any defamatory or otherwise injurious matter contained in the produced video.

IICA reserves the right to cancel the tender or reject any bid in part or full without assigning any reason.

Scope of Work:

The Assignment or production work shall entail review, editing, arranging photographs & cartography, pre-press work including composing, proof-editing, graphics, animation, supply and distribution of the proposed video production work. It will not be limited to, or the digital short films & videos and also including concept, script, voice over, background music, speeches, graphics, animation, royalty free footage and many others which are required to complete the assignment on agreed time schedule basis. Third party cost for shoots, and / or procurement of royalty-paid images, graphics, footage, clippings and other related material will be paid on actual with the discretion of The IICA management or governing executive or technical committee respectively.

The empanelled agency must have in-house production facility. All other requirements such as creative content, advertising etc will have to be met by the firm. Agency must have expertise in these works.

The entire data will also be sorted/ archived and the firm has the responsibility to provide and maintain the backup, storage and recovery mechanism.

The specification and other parameters of the book are as under:-

S. No.	Broad Criteria	Basic Requirement	Specific Requirement	Documentary Proof to be submitted
1	Utmost Good Faith	Mandatory Certifications	Bidders should not have been blacklisted by any of the State or General Government organization. Should not have been found guilty of any criminal offence by any	Undertaking from the agency on letter

			Court of law.	head
	Conflict of Interest		Bidder should not have a conflict of interest in the assignment in question as specified in the bidding documents. Comply with the code of integrity as specified in the IICA Policy.	Self-Declaration on Certification on letter head.
2	Financial Health	Tax registration/clearance	The bidder should have registered: a) Service Tax, Sales tax, CST or GST, b) PAN,	Copies of the same.
3	Experience	Work Experience in Social Media	The agency must have an experience of at least 3 years in the relevant field and must have undertaken a few projects in government structure having similar deliverable with number of direct record.	Copies of the work orders
4	Technical Criteria	In-house production facility	The agency must have in-house production facilities for production and editing of contents in all forms including video in high definitions, research based technical content etc.	Self-certification on letter head.
		Internet Hospitality	Agencies supporting/ Promoting any of the following content either in digital/physical format will be treated negative for Business:- 1. Anti-National Content 2. Pornographic & Trafficking Content 3. Political Association 4. Malicious Content 5. Content Hurting Religious Sentiments 6. Promoting Piracy in any form	Self-certification on letter head to prove that the bidder is a GREEN.

Note: Bidder can suggest newer technologies that may result in more cost effective, yet high quality production.

Performa for submission of Technical bid (Part A)

- a) Experience certificate in the field of Printing.
- b) List of firms for whom similar nature of work has been done (Min 5)
- c) Pay order of Rs.20000 drawn in favour of Indian Institute of Corporate Affairs, New Delhi as EMD.

- d) Copy of PAN card.
- e) Copy of registration certificate/TIN Number
- f) Sample of papers which will be used.

Performa for submission of Financial bid (Part B)

- All tenders strictly in the prescribed form should be submitted before the Date & Time of submission, as specified, along with this tender, duly signed and stamped, as a token of acceptance of terms and conditions of this tender.
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- **The Financial bid** shall comprise the following:
 - i. Forwarding letter including Financial Bid as per Annexure B, on the bidder printed letter head.
 - ii. Scope of services to be mentioned in Proposal Document.
 - iii. Overwriting / correction in the commercial bid is not permitted and any such overwriting in commercial bid lead to its rejection.
 - iv. No price / rate variation / adjustment or any other escalation will be entertained

Security Money: The successful bidder shall have to deposit EMD of Rs. 20,000 in the form of bank draft. The EMD shall be released within one month of successful award of work. No interest will be payable on EMD.

APPLICATION LETTER

(On the letter head of the Bidder)

Date:

To
Head of Centre of Business Innovation
Indian Institute of Corporate Affairs
Plot No. 6, 7 & 8,
Sector-5,IMT Manesar,
Gurgaon (Haryana)-122050

SUB: Bid for production of Digital Video's for the"Centre For Business Innovation"; on aturnkey basis.

Dear Sir,

Being duly authorized to represent and act on behalf of.....
(Hereinafter referred to as "the Bidder"), and having reviewed and fully understood all of the requirements of the department, the undersigned hereby apply for the project referred above.

I/We are enclosing the following documents with the details as per the requirements of the tender document

- i. Earnest Money of Rs. 20,000.00 (Rs. twenty thousand only) (Vide Demand

Draft no., of <.....Name of Bank.....>
dated..... drawn in favour of Indian Institute of Corporate Affairs,payable at New Delhi.

- ii. All other document/information's relating to Technical Bid (Part A) and financial bid (Part B)with supporting documents wherever necessary.

I/We understand that concerned authorities of Indian Institute of Corporate Affairs reserves the right to reject any application without assigning any reason.

I/We also understand that application along with annexure and formats notcompleted in all respects is liable to rejection.

Yours Sincerely

Signature
Name (Authorized Signatory)
<Company/Consortium Name>
Date:

Encl:

TECHNICAL BID

(A) General Information

1. Name of the Bidder
2. Full Address of the Bidder with Pin Code, Telephone number, Fax number, e-mail address
3. Local Address of the Bidder, (if any) with Pin Code, Telephone number, Fax number,
E-mail address
4. Annual turnover in last 3 years
5. Vat/Trade tax registration no. & place
6. PAN no. & place(Documents be attached)
7. Details/Panel of Printing Press
8. Detail profile of Bidder
9. Any other information you feel necessary
10. Details of Earnest money deposit (Amount Rs., Bank Draft No., Bank Draft Issuing Date
Drawn on (Bank)& Validity.

(B) Eligibility Criteria Details

1. Proof of Experience of at least three years in production work.
 2. Proof owning well established In-Production House or proof of support of a panel of Production Offices.
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Annexure B

FINANCIAL BID

Please specify your prices of the complete production of Digital Video for 3.5-5 minutes in two languages (Hindi / English).

1) Cost of CoBI-Digital Video- (English Version)

(As per Resolution like HD+, HD, Normal, Mobile Compatible with Time Duration).

2) Cost of CoBI-Digital Video- (Hindi. Version)

(As per Resolution like HD+, HD, Normal, Mobile Compatible with Time Duration).

Duration (in minutes)_____

Version Colour Resolution	1080 HD	720HD	480	360
English				
Hindi				
Cost Per Language				
Suggested Resolution Cost (INR)				

Date: [Signature of authorized signatory]
with Seal of the Firm

Name:
Designation: