

**Plot No. P- 6, 7 & 8, Sector-5, IMT Manesar,  
Distt. Gurugram- 122050, (Haryana)  
Phone: + 91-124-2640000, E-mail: [anil.kmr1976@gov.in](mailto:anil.kmr1976@gov.in),  
Website: [www.iica.nic.in](http://www.iica.nic.in)**

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Tender No. I-22012/6/2019-NFCSR

16.04.2021

**Request for Proposal (Through E-Procurement) for Production of short videos  
and short documentary on NATIONAL CSR AWARDS – 2020  
(in Hindi as well as English languages)**

Request for proposals are invited under Two-Bid system (Quality and Cost Based Selection (QCBS) criteria from the eligible and reputed entities for **Production of short videos and short documentary on NATIONAL CSR AWARDS – 2020 (in Hindi as well as English languages)**

Detailed information regarding terms and conditions of the Tender / Contract along with tender form can be downloaded from the CPPP at [eprocure.gov.in](http://eprocure.gov.in) as well as the official website of IICA ([www.iica.nic.in](http://www.iica.nic.in)). The tender documents can be downloaded from IICA's website [www.iica.nic.in](http://www.iica.nic.in)

2. Last date/ time for submission of e-tender(s) is **07.05.2021** as per timeline prescribed by CPPP the Proposer should sign at the bottom space of all pages of tender document. The proposals received after the above said scheduled date and time will not be considered. No tender by post/fax/ e-mail will be entertained. The technical and financial bids shall as per timelines indicated in CPPP.

3. The technical bids shall be opened first and evaluated by the Evaluation Committee. At the second stage, financial bids of only the technically qualified bidders will be opened.

4. DG & CEO, IICA reserves the right to reject any or all of the tenders in part or full without assigning any reason(s).

5. DG & CEO, IICA may, at its discretion, extend the deadline for submission of tenders.

(Anil Kumar)  
Administrative Officer

**1. Scope of Work: Production of short videos and short documentary on NATIONAL CSR AWARDS – 2020. (in Hindi as well as English languages)**

**A. PRODUCT CATEGORIES**

- 1) **Introductory / Pre-inaugural video** before the commencement of ceremony (Quantity – Hindi (1), English (1) Duration : 12 to 15 minutes each )
- 2) **Inaugural ceremony video** (Quantity Hindi (1), English (1) Duration 3 minutes each )
- 3) **Short video clips of individual companies** (Quantity Hindi (43), English (43) Duration 30 seconds each)
- 4) **Short documentary films** on best practices / different theme (Quantity Hindi (3) English (3) Total Duration 45 minutes each)

**B) ACTIVITY SPECIFICATIONS: The selected agency will have to carry out the following activities and other ancillary activities required to be profound for finalization of the development of the product as specified in Point A (PRODUCT CATEGORIES) above.**

- 1) **Story boarding** of the inaugural / pre-inaugural / short videos / short documentary (in Hindi as well as English)
- 2) **Editing** of the Raw / input videos / photographs to be provided by the Buyer for all the products as mentioned in Point A
- 3) **Professional voice over** of the products in Hindi as well as in English
- 4) **To shoot and plug-in video bites** of the dignitaries ( 3 to 5) in the product as mentioned in Point A POINT 1
- 5) The products will follow MP – 4 / AVI Format and should be compatible with operating system / devices in vogue.
- 6) The finished product is to be provided in normal size / compressed form in HDD.
- 7) All the products as mentioned in in Point A (PRODUCT CATEGORIES) above are to be produced stand alone in Hindi as well as in English separately.

**2. Technical competencies / eligibilities for bidders:**

- a) Bidder should be a registered Pvt. Ltd. Company/LLP/Partnership firm/Proprietorship firm having appropriate licenses, with PAN & GST in its own name;
- b) Public Procurement Policy Order in respect of MSEs will be followed. In case bidder is an MSME, proper Certificate is to be attached. Relaxation in case of Micro & Small Enterprise will be considered as per relevant rules.
- c) Bidder should have at least Two (2) years' of experience OF similar work preferably for Government of India / Ministries / Departments / Institutions (DOCUMENTARY EVIDENCE REQUIRED - WORK ORDER & INVOICES);
- d) Team of the Experts to be involved with the project (Provide CVs and Documentary Evidences):
  - i) capacity to think creatively and develop new design concepts / graphics / layouts; and
  - ii) Proven track record of producing such videos.
- e) Annual average turnover of the bidder during the last two years should be at least INR 50 lacs;

- f) The firm should not have been blacklisted by any Government organization/ Dept. (Undertaking required form seller);
- g) The bidder should have the proven ability to deliver in a time bound manner. The work is required to be done with precision and high quality is to be maintained;
- h) The aspect of creativity, innovation and high standard of work will have high consideration for selection (Samples of the work executed in past are to be provided).

3. IICA would endeavour to adhere to the following schedule:

Sl. No.	Event Description	Indicative Dates
1	Published Date	<b>16.04.2021</b>
2	Pre BID Conference	<b>26.04.2021</b>
3	IICA's response to queries latest by	<b>30.04.21</b>
4	Bids Submission End Date (Online)	<b>07.05.2021</b>
5	Date of presentation	To be communicated after opening of technical bid

#### 4. SELECTION CRITERIA

The selection of the successful bidder would be based on Quality and Cost Based Selection (QCBS) Criteria as per following method:

##### 4.1. Technical Evaluation:

- a. To check and evaluate based on 02 marks for each year of experience of the company/firm/entity with the Government of India for different Ministries / Government Departments/ Institutions / Government organizations established by an Act of Parliament for similar type of work, with maximum ceiling of 10 Marks in this category;
- b. 5 marks for each similar type of producing short videos / documentaries with maximum sealing of 60 marks in this category; (Detailed list of videos / documentaries with duration is to be enclosed for evaluation by TEC).
- c. Accordingly, total maximum evaluation marks for Technical Evaluation will be 70. There will be 70% weight-age to technical evaluation. However, minimum 60% marks out of 70 will be required in technical bid to be considered as qualifying technical bid.

4.2 After opening of the technical bids, the eligible deemed bidders would be required to make a presentation before the Tender Evaluation Committee of the IICA, for final evaluation of the technical bids, on the date and time, shall be communicated by IICA

Financial proposals of only those bidders will be evaluated, who secure a minimum of 60% marks in the technical evaluation

##### 4.3. Financial Evaluation:

- a. There is 30% weightage to financial evaluation. Maximum marks for financial evaluation will be 30;
- b. To identify lowest quoted rates (L1);
- c. To apply formula for each firm-  $L1 / A * 30$   
Where "A" = Rate quoted by the firm; and  
"L1" = lowest rate out of all the financial bids
- d. The Company/firm/entity, securing highest marks on the basis of QCBS criteria shall be eligible to get purchase order.

#### 4.4 Combined Evaluation

The combined score shall be obtained by weighing the technical and financial scores in the ratio of 70:30 and adding them up. The bidder will be selected under the Quality cum Cost Based System method (QCBS) with weightages of 70:30 (70% for technical proposal and 30% for financial proposal).

Based on combined weighted score for technical and financial, the bidder shall be ranked in terms of total score obtained. The proposal obtaining the highest combined score in evaluation will be ranked as H-1 followed by the proposals securing lesser marks as H2, H3, etc. **The bidder securing the highest combined marks will be considered for award of the contract.**

#### **Example:**

As an example, the following procedure will be followed. The minimum qualifying marks for technical qualifications are 60% and the weightage of the technical bids and financial bids is kept as 70:30. If in response to the RFP, 3 proposals, A, B & C are received. The technical evaluation committee awards them 75, 80, and 90 marks respectively. The minimum qualifying marks are 60%.

All the 3 proposals are, therefore, found technically suitable and their financial proposals will be opened after notifying the date and time of bid opening to the successful participants. If the evaluation committee examines the financial proposals and the quoted total bid values are as under:

#### **Proposal Total Bid Value**

A : INR 120  
B : INR100  
C : INR 110

Using the formula  $LTBV / TBV$ , where LTBV stands for Lowest Total Bid Value and TBV stands for Total Bid Value, the committee will give them the following points for financial proposals:

A :  $(100 / 120) * 100 = 83$  points  
B :  $(100 / 100) * 100 = 100$  points  
C :  $(100 / 110) * 100 = 91$  points

In the combined evaluation, thereafter, the evaluation committee will calculate the combined technical and financial score as under:

Proposal A :  $75 \times 0.70 + 83 \times 0.30 = 77.4$  points.  
Proposal B :  $80 \times 0.70 + 100 \times 0.30 = 86$  points  
Proposal C :  $90 \times 0.70 + 91 \times 0.30 = 90.3$  points.

The three proposals in the combined technical and financial evaluation will be ranked as under:

Proposal A: 77.4 points : H3  
Proposal B: 86 points : H2  
Proposal C: 90.3 points : H1

Proposal C at the total bid value of INR 110 will, therefore, declared as winner and recommended for approval, to the competent authority.

In the event of a tie in the final scores, the agency having the lower financial quote amongst the two would be preference

## 5. EARNEST MONEY

- 5.1. As per Rule 170 of General Financial Rules (GFRs) 2017, Micro and Small Enterprises (MSEs) and the MSEs registered with concerned Ministries/ Departments are exempted from submission of Bid Security. Further, in lieu of Bid Security, other bidders are required to sign "Bid Security Declaration" accepting that if they withdraw or modify their bids during period of validity etc., they will be suspended for the time specified in the tender documents.

## 6. VALIDITY PERIOD OF BID

The Bid shall remain valid for a period of 90 days from the date of issue of this document and the conditional bid shall be out-rightly rejected.

## 7. MODIFICATION AND WITHDRAWAL OF BIDS

The Institute has right to modify or withdraw the bid at any point of time by notifying it on the Institute's website (IICA's website.) No bidder may modify or be allowed to withdraw bid subsequent to the deadline for submission of bids.

## 8. CLARIFICATION OF BIDS

To assist evaluation and comparison of the bids, the IICA may ask the bidders for any clarification of the bids/documents. The clarification/documents and response from bidder shall be in writing. In case, the said clarification/documents are not submitted within the specified timelines, the bid of the bidder will be evaluation by the Tender Evaluation Committee on the available/provided document by the bidder.

## 9. SUBMISSION OF TECHNICAL BID

The Format as per **Annexure-II** duly filled and signed by the authorized signature in should also be submitted.

## 10. FINANCIAL BID

The Price shall be inclusive of all applicable taxes, transit insurance and freight etc. The price quoted by the bidder shall remain firm till final delivery of the goods. The bid submitted with a variation clause will be treated as non-responsive and shall be rejected. **Financial Bid Format is provided at Annexure-III.**

## 11. ACCEPTANCE OF CONDITIONS OF BID

The bidders are required to submit the TECHNICAL (PART - 1) AND FINANCIAL BID (PART - 2) DULY SIGNED BY THE AUTHORISED SIGNATORY through E-Procurement (CPP Portal) with Covering letter as per **Annexure-V**.

## 12. PRE BID MEETING

**The pre-bid meeting will be held through video conferencing as per date and time schedule allocated in the CPPP Portal. For obtaining link of video conferencing, an email may be sent to [anil.kmr1976@gov.in](mailto:anil.kmr1976@gov.in)**

### **13. OPENING OF TECHNICAL BID**

On the date of BID opening or as specified IN CPPP in E-procurement system only the technical bid (part-1) shall be opened.

### **14. EVALUATION OF BID**

The Tender Evaluation Committee (TEC) at IICA shall evaluate the bids in respect to the substantive responsiveness of the bid or otherwise and shall carry out detailed evaluation thereof. The TEC shall have right to seek further clarification/documents/additional documents from the bidder(s) while evaluating the bids.

### **15. PERFORMANCE GUARANTEE:**

The successful bidder shall be required to furnish a performance security amount i.e. 3% of the estimated amount of the tender value i.e. Rs...../- (Rupees.....) within fifteen days after receipt of Award Letter in the form of a Bank Guarantee from a nationalised / scheduled bank in favour of 'Indian Institute of Corporate Affairs' and valid for a period of for three months beyond the final delivery of the goods. Copy of the same is provided at **Annexure-VI**.

**16.** The Service Level Agreement as appended in Annexure-VII shall be binding upon the selected bidder.

### **17. RIGHT TO VARY QUANTITIES**

IICA reserves the right at the time of award of the purchase order to increase or decrease the quantities of the goods and services specified in the schedule of requirements without any change in unit price of the ordered quantity and the payment would be made to the finally selected bidder as per actual supplied quantity.

### **18. RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS**

IICA does not bind itself to accept the lowest or any other bid and has the right to cancel the bidding process and reject all bids at any time prior to award of the contract without assigning any reason whatsoever and without thereby incurring any liability to the affected bidder on the grounds of IICA action.

### **19. NOTIFICATION OF SUCCESSFUL BIDDER**

Upon selection of the successful bidder, the Letter of Intent/Purchase Order will be uploaded in the CPPP portal and the same will also be sent through an email. The issue of letter of intent/purchase order shall constitute the intention of the IICA to place the purchase order / work order with the successful bidder.

### **20. CANCELLATION ON LETTER OF INTENT/PURCHASE ORDER**

Failure of the successful bidder to comply with the requirement of submission of Bank guarantee in time shall constitute sufficient ground for the cancellation of the acceptance of bid and forfeiture of the EMD, in such case IICA may make the offer to the next eligible bidder at the discretion of the IICA or call for new bids.

## **21. POST BID CLARIFICATIONS**

No post bid clarification at the initiative of the bidders shall be entertained and any effort by the bidders to influence the IICA in bid evaluation, bid comparison or award of the work shall result in rejection of the bid.

## **22. OPENING OF FINANCIAL BID**

Financial bids of only those bidders will be opened whose technical bids are found to be qualified and acceptable to IICA.

## **23. SUB-CONTRACTING**

The bidder cannot assign or transfer and sub-contract its obligations for supply of goods to any other entity.

## **24. BLACKLISTING / CRIMINAL CASE:**

The Proposer shall submit a certificate on the letter head of the company/firm that they have never been blacklisted/ banned/ delisted by any of the Govt. Deptt./ Institutions/ Local Bodies/ Municipalities/ Public Sector Undertakings, Banks etc. Also a certificate shall be provided that no criminal case is pending against the firm's/company's proprietor/partners/directors.

## **25. QUALITY ASSESSMENT**

It shall be the responsibility of the successful bidder to maintain the quality as per specification mentioned in this RFP document.

## **26. REJECTION OF MATERIALS**

In case it is found that that material supplied by the successful bidder is not up-to the mark or up-to the required parameters, the consignment will be rejected and no payment of whatsoever nature will be made by the IICA to the bidder of any entity.

## **27. TAXES AND DUTIES**

**Bid Prices are shall be inclusive i.e. including all taxes, duties, local levies / etc. Break up of GST shall be indicated by the Bidder (Seller).** While submitting the Price bid Seller shall undertake that the Goods and Services Tax (GST) charged on is not more than what is payable under the provision on the relevant Act or the Rules made there under and that the Goods on which GST has been charged have not been exempted under the GST Act or the Rules made there under and the charges on account of GST on these goods are correct under the provision of that Act or the rules made there under.

## **28. Approvals & Delivery Schedule**

1. All necessary permission for the said project/event will be obtained from IICA in writing by the production house.
2. The overall work will be assigned to the agency in phased manner. The agency will undertake due care and timeliness in the delivery of the video films. It is anticipated that after the issuance of the directions From IICA. The work will be completed within 10 days of receipt of such direction and a rough cut of the film shall be submitted to IICA for scrutiny and approval.

3. After obtaining approval on the rough cut, the production house will submit the final version within one week, incorporating voice over, music track, etc. for final preview and approval.
4. IICA will appoint a nodal point of contact for this project and after the award of work the selected agency will be communicating with the nodal point of the contact on all aspect of the work order such as directions for video shoots, submission of the invoices, approval of video clips etc.
5. **All the items / products as mentioned in Point A (1,2,3,4) above are to be produced stand alone in Hindi as well as in English separately.** The delivery will be made at site, with-in 30 days from the date of Award of Contract (AOC).

## **29. PENALTY CLAUSE**

In case, the successful bidder is failed to supply the final goods within the due date of delivery, a penalty of Rs. 1,000/- shall be levied per day upon the successful bidder till final delivery of goods and in such case, the IICA may also cancel/withdraw the letter of intent/purchase order. In the event, if any losses incurred by the IICA due to late delivery, the IICA shall have rights to recover such losses by invoking the performance security amount. Therefore, delivery is the essence of the RFP/work order.

## **30. PATENT RIGHTS**

The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark or industrial design rights arising from use of the goods

## **31. ARBITRATION**

In the event of any dispute arising between IICA and the agency in any matter covered by this contract or arising directly or indirectly there from or connected or concerned with the said contract, the matter shall be referred to the Director General & CEO, IICA who may name and authorise the person as sole arbitrator an officer of IICA notwithstanding the fact that such officer has been directly or indirectly associated with this contract and the provisions of the Indian Arbitration Act shall apply to such arbitration. The agency expressly agrees that the arbitration proceedings shall be held at IICA Manesar, Gurugram.

## **32. Terms of Payment:**

1. No advance payment will made by IICA for any work.
2. The payment will be made to the agency in phased manner.
3. The payment would be released subject to satisfactory performance and approval of the work in in the following stages from the initiation of the work and full and final delivery after due approval by the competent authority at IICA. The stages of payment are as under:
  - (a) Submission and approval on the short video/ short documentary plan-10%
  - (b) Submission and approval of story boarding of short video/ short documentary & Editing of raw material video / Photography content – 10 %
  - (c) Sharing of the first cut of short video/ short documentary – 10%
  - (d) Full and final submission, approval of the competent authority -50%
  - (e) Post conduct of the Award Ceremony-20%

## **33. Validity of the agreement:**

Successful bidder will be offered work order for a period of 1 year, extendable for another year based on satisfactory performance.

**NOTE:** IICA will appoint a nodal point of contact for this project and after the award of work the selected agency will be communicating with the nodal point of the contact on all aspect of the work order such as directions for video shoots, submission of the invoices, approval of video clips etc.



**FORMAT FOR DETAILS OF WORKS DONE**

Bidders should provide necessary information about their current commitments on all contracts that have been awarded, or for which a 'Letter of Intent/Purchase Order' is placed or 'Letter of Acceptance' has been received or for contracts approaching towards completion and full completion certificates has yet to be issued. In support of submitted information, it is essential to submit copies of orders in hand or copies of Letter of Intent / Work Order as the case may be.

**Please attach copies of Work orders of the following:**

**Short videos / short documentary**

<b>Sl.No.</b>	<b>Name of the Ministry /State Governments/ Departments</b>	<b>Number of videos / documentary</b>	<b>Value of Purchase Order</b>
1.			
2.			
3.			
4.			
5.			
6.			
7.			

**Attach copy of Work orders**

**Place:**

**Signature of Bidder.....**

**Date:**

**Official Seal.....**

**Note: In Support of submitted information, it is essential to submit copy of purchase orders. The satisfactory performance certificates issued by such Ministry/Department/State Government, if any.**

**Annexure- II****CHECK LIST FOR TECHNICAL BID**

(To be submitted through e-procurement module of Central Public Procurement Portal-CPPP  
(eprocure.gov.in))

Affix duly  
attested P.P size,  
recent photograph  
of the authorised  
representative of  
the prospective  
bidder

<b>Sl. No.</b>	<b>Documents asked for</b>	<b>Page no. at which document is placed</b>
1	Name of Proposing Company/firm/entity (Attach Certificate of Registration)	
2	Name of Proprietor/ Director of Agency/Authorised person (Authority letter to be attached)	
3	Full Address of Registered Office	
4	Telephone No. : Mob. No. FAX No. : E-Mail Address :	
5	Full address of Operating/ Branch Office	
6	PAN/GIR No. (Attach attested copy)	
7	PAN Details of Authorised Representative (Attach attested copy)	
8	GST Registration certificate	
9	Given details of gross income of the Agency as per IT Returns for the years 2017-18 : 2018-19 : 2019-20 : (Duly audited balance sheets and CA certificate for turn over of last three years to be attached)	

10	Details of Earnest Money Deposit (DD/ PO No.& Date) Drawn on Bank. Bank branch address	
11	Purchase Orders/Award of Contracts for similar types of works for the five years to the Government of India/State Government/Department / Institutions (Attach documents)	
12	Letter of Intent/purchase orders for ongoing work issued by other Government organizations, if any	
13	Authority letter for signing of the document on behalf of firm.	
14	A certificate regarding non-relationship with IICA employees	
15	Undertaking stating the firm is not blacklisted by any Central/ State Government/ Local Authorities, PSBs, PSUs, Autonomous Bodies, etc.	
16	Undertaking stating that no criminal case is pending against the Proprietor, any of the Partners, Directors, Key Managerial Persons etc.	
17	<b>One sample of work having the persons whose voiceover is proposed to be used and if out sourced, (please mention.)</b>	
18.	Additional information, if any (Attach separate sheet, if required)	

**Signature of authorized person**

**Date:**

**Full Name:**\_\_\_\_\_

**Place:**

**Seal:**\_\_\_\_\_

**Declaration**

1. I. \_\_\_\_\_Son/ Daughter/ Wife of Shri..... Proprietor /Director/Authorised signatory of the Agency, mentioned above, is competent to sign this declaration and execute this RFP document;
2. I have carefully read and understood the “Scope of work and General instructions for the Proposer, the “terms and conditions” to this TENDER DOCUMENT, all the terms and conditions of the TENDER DOCUMENT / RFP and undertake to abide by them;
3. The information/ documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/ we are well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of my Proposal at any stage besides liabilities towards prosecution under appropriate law.

Full name of authorised person

Signature of authorized person

Date:

Seal\_\_\_\_\_

Place:

Indian Institute of Corporate Affairs

Annexure-III

FINANCIAL BID

Sl. No.	Particulars	Price per work with GST/taxes etc. (Rs.)	Total Financial Bid value (Rs.)
1	Introductory /Pre-inaugural video before the commencement of ceremony (Quantity - Hindi (1), English (1) Duration : 12 to 15 minutes each )		
2	Inaugural ceremony video (Quantity Hindi (1), English (1) Duration 3 minutes each )		
3	Short video clips of individual companies (Quantity Hindi (43) English (43) Duration 30 seconds each )		
4	Short documentary films on best practices / different theme (Quantity Hindi (3) English (3) Total Duration 45 minutes each)		
	<b>Total Combined Value (in words)</b>	<b>Total combined value</b>	(Rs.)

**NOTE :TOTAL COMBINED FINANCIAL BID VALUE FOR ALL ABOVE WORK/ITEMS ( Sl. number 1, 2, 3 and 4) WILL BE CONSIDERED FOR comparison of FINANCIAL BID VALUE**

**Declaration by the bidder**

This is to certify that I/We before signing this RFP have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

**Signature of the Proposer**

**ACCEPTANCE CERTIFICATE**

To,

Administrative Officer  
Indian Institute of Corporate Affairs  
Plot No. P-6,7& 8, Sector-5  
IMT Manesar  
Gurugram-122050

**Subject: Production of short videos and short documentary on NATIONAL CSR AWARDS - 2020. (in Hindi as well as English languages) as per Point A (PRODUCT CATEGORIES, Sl. Number ,2,3,and 4) & Point B (ACTIVITY SPECIFICATIONS, Sl. Number 1,2,3,4,5, 6 and 7) as mentioned in the Scope of work in the tender document.**

Sir,

I/We\_\_\_have read the conditions of the TENDER DOCUMENT attached hereto and agree to abide by such conditions of the tender document. I/We offer to job work of the items specified in clause 1.1 to 1.4. of this RFP document.

I/We further agree to abide by the conditions of contract and to carry out all work within the specified time in accordance with specifications and workmanship and instructions referred to in the Notice Inviting Tender (NIT)

In case of acceptance of the TENDER/BID by IICA, I/We bind myself/ourselves to supply the goods as per specification of item mentioned in the TENDER documents, failing which; I/We shall have no objection to the forfeiture of the Earnest Money Deposit lodged with Indian Institute of Corporate Affairs, Manesar.

Thanking you,

Yours faithfully,

For M/s. \_\_\_\_\_  
(Signature of Contractor/ Proposer with SEAL)

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

**Annexure-VI**  
**PERFORMANCE GUARANTEE BOND FORM**

1. In consideration of Indian Institute of Corporate Affairs (hereinafter) called IICA at Manesar having awarded to M/s ..... (hereinafter called the Contractor) under the terms and conditions of an agreement (hereinafter called the contract), IICA have agreed to accept a deed of guarantee as herein provided for Rs. -(Rupees ..... Only) from a scheduled bank towards due performance of the contract by the contractor as per the terms & conditions of the contract.
2. We (Name of the Bank) do hereby undertake to pay the amount due and payable under this guarantee without any demur, merely on a demand from the IICA stating that the amount claimed is due by way of loss or damage caused to or suffered by the IICA by reason of breach by the said Contractor(s) of the terms and conditions contained in the said Agreement or by reason of the Contractor(s) failure to perform the said Agreement. Any such demand made on the bank shall be conclusive as regard the amount due and payable by the Bank under this guarantee where the decision of the IICA on these counts shall be final and binding on the Bank. However, Bank's Liability under this guarantee shall be restricted to an amount not exceeding Rs...../-.
3. We undertake to pay to the IICA any money so demanded notwithstanding any dispute, or dispute raised by the Contractor(s) in any suit or proceeding pending before any court or tribunal relating thereto Bank's liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be valid discharge of our liability for payment there under and the Contractor(s) shall have no claim against us for making such payment.
4. We (Name of the bank)\_\_\_\_\_ further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the *said* agreement and that it shall continue to be enforceable till all the dues of the IICA under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till IICA certifies that the terms and conditions of the said Agreement has been fully and properly carried out by the said Contractor(s) and accordingly discharges this guarantee. Unless a demand or claim under this guarantee is made on us in writing on or before the expiry of ..... months from the date of purchase order, we shall be discharged from all liability under this guarantee thereafter.  
  
We..... (Name of the Bank) further agree with the IICA that the IICA shall have the fullest liberty without affecting in any manner our obligation hereunder to vary any of the terms and conditions of the said agreement or to extend time of performance by the said Contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the IICA against said Contractor(s) and forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Contractor(s) or for any forbearance, act or omission on the part of the IICA or any indulgence by the IICA to the said Contractor(s) or by any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.
6. This guarantee will not be discharged due to the change in the constitution of the Bank or the Contractor(s)1supplier(s).

7. We (Name of the Bank) ..... lastly undertake not to revoke this guarantee during its currency except with the previous consent of the IICA inwriting.

Dated the \_\_\_\_\_ day of \_\_\_\_\_

For  
-----

***(Indicate the name of the Bank)***

IN WITNESS whereof I/ We of the bank have signed and sealed this guarantee on the \_\_\_\_\_ day of \_\_\_\_\_(Month)\_\_\_\_\_ (year) being herewith duly authorized.

For and on behalf of the \_\_\_\_\_ Bank.

Signature of authorized Bank official

Name \_\_\_\_\_

Designation \_\_\_\_\_

I.D. No. \_\_\_\_\_

Stamp/Seal of the Bank.

Signed, sealed and delivered for and on behalf of the Bank by the above named \_\_\_\_\_ in the presence of:

Witness-1.

Signature \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_



**Service Level Agreement: Production of short videos and short documentary on NATIONAL CSR AWARDS – 2020 (in Hindi as well as English languages)**

Area	Action	Detail
A. PRODUCT CATEGORIES	<p>1) Introductory / Pre-inaugural video before the commencement of ceremony (Quantity –Hindi (1), English (1) Duration : 12 to 15 minutes each )</p> <p>2) Inaugural ceremony video (Quantity Hindi (1), English (1) Duration 3 minutes each )</p> <p>3) Short video clips of individual companies (Quantity Hindi (43), English (43) Duration 30 seconds each)</p> <p>4) Short documentary films on best practices / different theme (Quantity Hindi (3) English (3) Total Duration 45 minutes each)</p> <p>All the products as mentioned in in Point A (PRODUCT CATEGORIES) above are to be produced stand alone in Hindi as well as in English separately</p>	<p><b>b) The agency will be responsible for producing the Short Video expected edited and high quality digital format (HD 1080P) which can be used for telecast purposes and can be also uploaded on Youtube and compatible playing on various devices.</b></p>
B. ACTIVITY SPECIFICATIONS	<p>The selected agency will have to carry out the following activities and other ancillary activities required to be profound for finalization of the development of the product as specified in Point A (PRODUCT CATEGORIES) above.</p> <p>1) Story boarding of the inaugural / pre-inaugural / short videos / short documentary (in Hindi as well as English)</p> <p>2) Editing of the Raw / input videos / photographs to be provided by the Buyer for all the products as mentioned in Point A</p> <p>3) Professional voice over of the products in Hindi as well as in English</p>	<p>a. The voice recording should be covered in both the language i.e. Hindi &amp; English by a professional having conducted reputed assignments of similar nature</p> <p>b. Options of Professional Voice over artists in both the languages is to be provided to IICA for final approval for the suitability of the voice before voice over activity.</p> <p>b) The editing, incorporating background commentator, credit, animated titles, preparing final cut and presenting it properly for records.</p> <p>c) The ownership of the video and the entire shoot/ raw stock, music, mixed/ unmixed version will at all times rest with the IICA and the</p>

	<p>4) To shoot and plug-in video bites of the dignitaries ( 3 to 5) in the product as mentioned in Point A POINT 1</p> <p>5) The products will follow MP – 4 / AVI Format and should be compatible with operating system / devices in vogue.</p> <p>6) The finished product is to be provided in normal size / compressed form in HDD.</p> <p>All the products as mentioned in in Point A (PRODUCT CATEGORIES) above are to be produced stand alone in Hindi as well as in English separately</p>	<p>production house will have no proprietary.</p> <p>d) Raw stock provided by the buyer will be processed by the seller and the product will be customised as per the guidelines of the buyer;</p> <p>e) The Short Video expected edited and high quality digital format will be provided to the buyer before customisation of the product after due approval from the buyer;</p> <p>f) The agency will get a written approval through e-mail from the buyer or its authorised representative.</p> <p>g) The work will be completed within 10 days of receipt of such direction and a rough cut of the videos shall be submitted to IICA, for scrutiny and approval.</p> <p>h) After obtaining approval on the rough cut, the production house will submit the final version within one week, incorporating voice over, music track, etc. for final preview and approval.</p>
C. Timeline	The product customisation and production schedule	<p>a) Project and production timing plans will be adhered to and in the event of milestones being missed, a revised timing plan will be provided. Any changes to ultimate delivery will be discussed and agreed with the buyer;</p> <p>b) The entire cycle of the work for all product categories is to be completed for delivery of the products in maximum 30 days of time from the date of issue of Award of Contract / Letter of Intent.</p> <p>c) The delays more than 30% of the decided timeline will be discussed with the buyer; and</p> <p>d) Any delays on behalf of the buyer will be taken into account and will add extra days in the agreed timeline.</p>

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