



**GOVT OF ASSAM
ASSAM SKILL DEVELOPMENT MISSION
NAYANTARA BUILDING (5TH FLOOR)
SIXMILE: GUWAHATI-22**

TENDER DOCUMENT FOR PRODUCTION OF SHORT FILM ON ASDM

Assam Skill Development Mission intends to produce a Short film to promote Assam as a world class skilled manpower destination.

In order to promote ASDM through the electronic and other media it is proposed to prepare a 05-07 minutes film/DVD. The **film Production Company /Agency** may submit bids as per following guidelines:

Eligibility Criteria

- a) The Company should have been in existence for a minimum of Three years. Proof of the same to be submitted along with the technical bid.
- b) The Company should have experience of making at least three short films/ DVD of either State or National or International. Copies of the DVD and the work order to be submitted along with Technical bid.
- c) The Company should have a well-trained in-house production team. Proof of the same to be submitted along with the technical bid.
- d) The company should have turnover of **Rs.01.00 crore** for each of the last two financial years (2015-16, 2016-17). A certificate from the Chartered Accountant clearly specifying the turnover for each year must be submitted in this regard.
- e) Copies of Articles of Association (in case of registered firm). Bye laws and certificate of registration (in case of registered cooperative societies). Partnership deed (in case of partnership firm) should be submitted along with the technical bid.
- f) The bidder must submit a self certificate that it has not been blacklisted by any Govt. agency since its inception.

The bidder must ensure that the documentary proofs to substantiate clauses (a) to (f) above are given in their technical bid otherwise the bid shall not be considered for evaluation.

(A) Scope of Work

- a) The duration of film / DVD is to be of 05 -07 minutes
- b) Master production of HD format short film with duration of 05-07 minutes.
- c) The film/DVD shall contain all Skill development aspects of state i.e. **Tourism & Hospitality** (Housekeeping Attendant, Counter Sale Executive, Food & Beverage Service etc.), **Automotive, Construction, Domestic worker, Agriculture, Electronics & Hardware** etc.
- d) It should be a good concept around which the entire film would be based.

- e) Six nos. of TVC/promos of 60 sec. duration in Assamese on different Skill Development types as described in-c) are also to be made.
- f) The voice over shall be in Assamese language.
- g) **Shooting must be by high end HD camera.**
- h) The project must be completed within 30 days from the release of work order.

(B) The work/ cost include:

- a.) Concept, script, background music.
- b.) Hiring of all necessary equipment for shooting of this short film.
- c.) Hiring of Narrator / Anchor.
- d.) Will be responsible for post production
 - i). Studio hire for editing charges
 - ii). Animation charges
 - iii). Music compositions and voice over charges
 - iv). Any other charges.
- e.) Travel, boarding and lodging for the entire crew.
- f.) Any charges for Aerial shooting
- g.) Delivery in the format: 2 Digi Beta (PAL), 2 Digi Beta (NTSC) & 10 DVD.

(C) Submission of Tender Fee and EMD.

- a- The non refundable tender fees of ***Rs.1000 (Rupees one Thousand only)*** and ***Rs.30,000/- (Rupees Thirty Thousand only)*** towards EMD, must be submitted in the form of Demand Draft drawn on a scheduled commercial bank in favour of “Assam Skill Development Mission” payable at Guwahati may be placed in an envelope. The envelope should be sealed and superscripted ***"Tender fee and EMD for production of Short Film for ASDM.*** The envelope should be addressed to the Mission Director, Assam Skill Development Mission, Assam, Guwahati and submitted at ***ASDM*** office before the due date and time specified in this document.
- b- EMD of bidders not satisfying the eligibility criteria or not selected will be returned back after tender finalization. The successful bidder will have to submit a performance security (PS) in the form of ***DD/Bank Guarantee/FDR*** pledged to Assam Skill Development Mission (ASDM) for an amount equivalent to 5% of the total cost of the project. PS should be valid for a period of 60 days beyond the date of completion of the project.

(D) Guidelines for Submission of Bids:

Interested agencies with requisite experience, may submit required documents in two packets (Technical and Financial packets) as per given details below:

Packet-1 (Technical Bid)

The agency has to submit all required documents for the above assignments along with the technical expertise, experience, proof for similar assignment handled in the past and other relevant details as a part of Technical bid along with the format- ***Annexure A and B.***

The envelope of Tender fee and EMD must be submitted in this packet.

Packet-2 (Financial Bid)

The agency has to submit the financial bid for implementing the assignment as per the format enclosed as ***Annexure B.***

Both the packets should be put in an envelope sealed and super scripted as "***Proposal for Production of Short Film***" and the envelope should carry the tender number, due date for submission along with the name, address, telephone no. e-mail address of the Agency. The envelope should be submitted to the Mission Director, Assam Skill Development Mission, 5th floor, Nayantara Building, Six Mile, Guwahati-22.

E- Bid Validity

The bid must be valid for the **period of 120 days** from the date of tender opening for placing in the work order.

F- Procedure for opening the bids.

- a- ASDM shall open the technical packets on date and time as mentioned in this document, the technical bids of only those bidders whose tender fee and EMD drafts are found to be in order will be technically evaluated. Bidder's representative can remain present during the bids opening process.
- b- Financial Bids of only technically short listed bidders will be opened on a date and time duly notified to them. One of their representatives can remain during the financial bid opening session.

G- Technical Bid evaluation

- a- The opened technical bids shall be evaluated by a Technical Evaluation Committee (TEC).
- b- To ensure bidders eligibility and technical capabilities as per the tender terms and condition, the TEC may call for additional information from the bidders and/or visit the bidder's premises. In such a case the concerned bidder has to supply the

information within the time given by the TEC failing which the bid can be rejected. No representation of any kind would be entertained from the bidder.

- d- **The bidders whose tender fee, EMD are in order and fulfil the Eligibility Criteria must give a technical presentation of the production of film. All expenses for this purpose, and also for the preparation of documents and prototype short film will be borne by the bidders.**
- e- The bidder may be asked to design and develop a prototype of short film to establish their capability to the Technical Evaluation committee.
- f- Technical evaluation will be based on different aspects described as in *Annexure C*. On the basis of technical evaluation, the agencies securing minimum **70% marks will be considered as technically qualified and the financial packets of only these agencies will be opened. Financial evaluation will carry 30 marks. The total of technical and financial evaluation will determine the outcome of the job.**

H- Selected bidder with ASDM

The selected bidder shall perform the assignments and carry out their obligation with due diligence and efficiency, in accordance with generally accepted techniques and practice used in the industry. It shall employ appropriate advanced technology and safe and effective equipments, machineries, materials and methods. ASDM reserves the right to inspect the performance of the bidder prior to commencement or in between the work progress. The inspection may cover all areas related to the assigned work order, especially methodology, manpower, infrastructure etc. ASDM reserves the right to cancel the work order issued to the bidder at any time including the time after the completion of the assigned work without assigning any reason. In case the work order is cancelled than the cost incurred will be borne by the bidder and under no circumstances the bidder shall be eligible for any payment or damages from ASDM.

I- Payment Term

- a- Payment will be made only after satisfactory completion of work as determined by ASDM.
- b- Payment shall be subject to deduction of any amount for which the bidder is liable as per the penalty clause of this tender document, further all payments shall be made subject to deduction of the TDS (Tax deduction at Source) as per the Income Tax Act, 1961 and any other law of taxes and/or, for the time being in force.

J- Penalty Clause

- a- The successful bidder shall not refuse to accept ASDM work order under any pretext. The work order can be collected from ASDM office or if convenient to the bidder, it can be mailed to them. The bidder shall start the work within 7 days of the date of the work order.
- b- For three recurrence of default in the discharge of service obligation, ASDM would be free to forfeit the defaulting bidder's security deposit, revocation of bank guarantees and/or termination of the contract for default.
- c- If at any time during performance of the work order, the bidders encounter condition impeding timely performance of the ordered service, the bidder shall promptly notify ASDM in writing of the fact of the delay, its likely duration and its cause (s).

Special Clause:

The master copies of the film and the edited short film will be the sole property of ASDM which would not be used by the bidder in any form without permission from **MD, ASDM**.

K- Arbitration

ASDM and bidder will make every effort to resolve amicably, by direct negotiation, if any disagreement or dispute arises between them under or in connection with the work order. If any dispute will arise between parties on aspects not covered by this agreement, or the construction or operation thereof, or the rights, duties or liabilities under these expect as to any matter the decision of which is specially provided for by the general or the special conditions, such dispute will be referred to two arbitrators, one appointed by each party and the third to be appointed by the MD, **ASDM** and the awards of the arbitration, as the case may be, will be final and binding on both the parties. The arbitrators or the empire as the case may be, with the consent of parties may modify the time frame for making and publishing the award. Such arbitration will be governed in all respect by the provision of Arbitration and Conciliation Act, 1996 and rules there under and any statutory modification or re-enactment or amendments, thereof. The arbitration proceeding will be held in Guwahati.

L- Applicable Law

The bidders shall be governed by the law and procedures established by Govt. of India within the framework of applicable legislation and enactment made from time to time concerning such financial dealings/processing.

M- Tender Document

The Tender Document can be collected from the Mission Office on or before **16th September, 2017** on payment of **Rs. 1000/-** in DD drawn in favour of Assam Skill Development Mission. It can also be downloaded from www.asdm.assam.gov.in, website.

N- Last date of submission

20th September, 2017 by 3.00 Pm. Tender will be opened at 4.00 Pm on the same day. Mission Director, Assam Skill Development Mission (ASDM) is authorized to reject any or all offer without assigning any reason thereof.

O- Rejection of Tender

Tender will be automatically stood cancelled if any undue influence or canvassing for selection is made by the bidder.

Mission Director,
Assam Skill Development Mission
Assam, Guwahati

TENDER NOTICE FOR PRODUCTION OF SHORT FILM ON ASDM

TECHNICAL BID

| Sr. No | Particulars | Amount Rs. | |
|---------------|--|-------------------|--|
| 1 | Name of the Production company | | |
| 2 | Details about office of the agency Address Phone no.: E-mail ID: Website: Contact Person: Mobile no. and contact person: | | |
| 3 | Profile and track record of the company | | |
| 4 | Details of registered office of the company and contact person | | |
| 5 | Status of the applicant (partnership firm/ Pvt. Ltd. Co. / Public Ltd. Co.) | | |
| 6 | Details about directors / partners | | |
| 7 | Copy of Memorandum | | |
| 8 | Total Experience of the agency | | |
| 9 | Turn Over in Rs. as per CA Certificate. | 2015-16 | |
| | | 2016-17 | |
| 10 | Balance sheet for the last 2 years 2015-16 & 2016-17 | | |
| 11 | PAN no. (copy to be attached) | | |
| 12 | Service Tax registration (Copy to be attached) | | |

Signature & Seal of the

Bidder

Date:

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FINANCIAL BID

| Sr. No | Particulars | Amount Rs. |
|---------------|--|-------------------|
| 1 | Master Production cost Concept, script, back ground music Crew cost Location / Studio / setting cost Stock and processing Camera and other equipment hire Post production cost Narrator / anchor / costumes / make up etc. Cost of making six nos, of TVC/promos Any other charges as per tender. | |
| 2 | All applicable taxes | |
| | Total Cost | |

Signature & Seal of the Bidder
Date:

EVALUATION SHEET FOR PROPOSALS

NAME OF AGENCY-----

| S.I | Evaluation Criteria | Maximum |
|--------------|--|----------------|
| | marks | |
| 1 | Past Experience (Spl in Tourism) | 15 |
| 2 | Quality of past work | 07 |
| 3 | Production infrastructure (In house editing studio and audio posting facility) | 10 |
| 4 | Experienced Manpower | 07 |
| 5 | Experience in local region | 03 |
| 6 | Technical presentation (film, sound clips, model etc.) | 25 |
| 7 | Recipients of Award from various apex professional bodies | 03 |
| Total | | 70 |

Signature & Seal of the Bidder

Date: