



Government of Assam
ASSAM SKILL DEVELOPMENT MISSION
NH37, KATABARI, GARCHUK
GUWAHATI- 781035
Website: www.asdm.assam.gov.in



No.-ASDM-2799/2021/17

Dated 09/02/2021

**TENDER DOCUMENT FOR PRODUCTION OF SHORT DOCUMENTARY FILM AND
AUDIO VISUAL ON ASDMxxxxxcxcxc**

Assam Skill Development Mission intends to produce a Short Documentary film and Audio Visual on ASDM 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 an 18-20 minutes Documentary film/DVD and a 05 minutes promotional video. Intending **film Production Company/firm /Agency** may submit bids as per matching the following criteria:

Eligibility Criteria

- The **Company/firm /Agency** should have been in existence for a minimum of Three years. Proof of them same to be submitted along with the technical bid.
- The Company should have experience of making at least five short films/ Documentary film/ DVD of either State or National or International standard. Work Order and Completion Certificate of the work needs to be submitted. **SELF DECLARATION MUST BE SUBMITTED** in organization/ firm/Agency's letterhead.
- The Company should have a well-trained in-house production team. Proof of the same to be submitted along with the technical bid. List of in-house production team stating their Designation, Qualification and Experiences in relevant field should be submitted with Technical Bid and their CVs along with testimonials duly signed by the employee.
- The company should have an average turnover of **Rs. 25.00 Lacs** for the last three financial years (2017-18, 2018-19, 2019-20). A certificate from the Chartered Accountant clearly specifying the turnover for last three years must be submitted in this regard.
- 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.
- The bidder must submit a self-certificate in court affidavit that it has not been blacklisted by any Govt. department/ 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 Short film / DVD is to be of 18-20 minutes.
- b) A 05 minutes promotional video will also to be submitted.
- c) Master production of HD format.
- d) The film/DVD shall contain success stories of Skill Development activities of the state of Assam.
- e) It should be a well written concept around which the entire film would be based.
- f) The voice over shall be in Assamese & English languages.
- g) Shooting must be done 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) Script & Research (Pre-production)
- b) Production
- c) Raw stock
- d) Fooding & lodging
- e) Transportation
- f) Post- Production
- g) Remuneration
- h) Delivery in the format: 10 DVDs (HD) & 5 Pen drives

(C) Submission of Tender Fee and EMD.

- a) The non-refundable tender fees of ***Rs.1000 (Rupees one Thousand only)*** 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 for production of SHORT DOCUMENTARY FILM AND AUDIO VISUAL ON ASDM***”. The envelope should be addressed to the Mission Director, Assam Skill Development Mission, Garchuk, Guwahati- 781035, Assam 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 intending bidders will have to submit a EMD/ Performance Security (PS) in the form of DD/Bank Guarantee/FDR pledged to Assam Skill Development Mission (ASDM) for an amount of **Rs. 1,00,000/- (Rupees One Lakh)** only. 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 single envelope containing two packets inside (Technical Bid and Financial Bid) 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 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 "***PRODUCTION OF SHORT DOCUMENTARY FILM AND AUDIO VISUAL ON ASDM***" 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 O/o the Mission Director, Assam Skill Development Mission, Garchuk, Guwahati-781035, Assam.

(E) Bid Validity

The bid must be valid for the **period of 60 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 is 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 by ASDM. One of their representatives can remain present 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.

- c) **The bidders whose tender fee in order and fulfill 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.**
- d) The bidder may be asked to design and develop a prototype of short film to establish their capability to the Technical Evaluation committee.
- e) Technical evaluation will be based on different aspects described as in *Annexure C*. On the basis of technical evaluation, the agencies securing minimum **80% 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 equipment, 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 documentary film and the edited short audio visual will be the sole property of ASDM which would not be used by the bidder in any form without permission from the **Mission Director, 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 is not resolved amicably, then such dispute or difference shall be referred to a mutually acceptable sole arbitrator. The outcome of the arbitration shall be binding upon all parties involved. The Indian Arbitration and Conciliation Act, 1996 as amended by the Arbitration and Conciliation (Amendment) Act, 2015 or any statutory modification or reenactment thereof and the rules made there under for the time being in force shall apply to the arbitration proceedings. The seat of arbitration will be Guwahati, Assam.

(L) Force Majeure

Neither Party shall be liable or responsible for any failure to perform or delay in performance of their respective obligations hereunder if such failure or delay is due or attributable to or arises out of any Force Majeure event, provided written notice of occurrence of any Force Majeure event is given by the affected Party to the other Party within a period 72 hours of such occurrence and such notice includes reasonably satisfactory evidence of the Force Majeure event.

A Force Majeure event shall mean an event that is not within the reasonable control of the Party whose performance is affected thereby and without prejudice to the generality of the foregoing, shall include but not limited to the following events; i) Civil disturbance, ii) Breach of peace, iii) Declared or undeclared war, iv) Act of interference or action by military authorities, v) Terrorist acts, vi) Sabotage, vii) damage by the elements, viii) Riot or disorder, ix) Act of God (i.e. fire, frost, flood, earthquake, storm, lightning or epidemic); x) Quarantine, and xii) Change in law rendering the performance of a Party's obligations impossible (excluding any change in taxation laws); xiii) Revocation of applicable Government licenses acts or omissions of competent Government Authorities or its authorised security operatives.

(M) 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.

(N) Tender Document

The Tender Document can be collected from the **O/o the Mission Director, Assam Skill Development Mission, Garchuk, Guwahati- 781035** on or before **12 noon** of **22/02/2021** on payment of **Rs. 1000/-** in a DD drawn in favour of “**Assam Skill Development Mission**” payable at Guwahati. It can also be downloaded from the official website of ASDM- www.asdm.assam.gov.in.

(O) Last date of submission

22/02/2021 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.

(P) Rejection of Tender

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

Sd/-
Mission Director,
Assam Skill Development Mission
Assam, Guwahati

Annexure-A

TENDER NOTICE FOR PRODUCTION OF SHORT FILM ON ASDM

TECHNICAL BID

Sr. No	Particulars	Description
1	Name of the Production company/organization/firm	
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/ organization/ firm	
4	Details of registered office of the company/ organization/ firm 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	Total Turn Over in Rs. as per CA Certificate. (2017- 2018, 2018 -2019 & 2019-2020)	
10	PAN no. (copy to be attached)	
11	GST registration (Copy to be attached)	

Signature & Seal of the Bidder

Date:

Annexure-B

**TENDER NOTICE FOR PRODUCTION OF SHORT DOCUMENTARY FILM AND
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FINANCIAL BID

Sr. No	Particulars	Amount (Rs.)
1	(A) <u>Script & Research (Pre- production) cost</u> (B) <u>Production cost</u> (C) <u>Raw stock cost</u> (D) <u>Fooding & lodging cost</u> (E) <u>Transportation cost</u> (F) <u>Post- Production cost</u> (G) <u>Remuneration cost</u>	
2	All applicable taxes	
	Total Cost	

Signature & Seal of the Bidder

Date:

Annexure-C

EVALUATION SHEET FOR PROPOSALS

NAME OF AGENCY-----

S.I.	Evaluation Criteria	Maximum marks
1	Past Experience Minimum 1 Work Order with value more than 8 lakhs Or Minimum 2 Work Orders with value more than 5 lakhs Or Minimum 3 Work Order with value up to 5 lakhs	35
2	Production infrastructure (In house editing studio and audio posting facility)	20
3	Experienced Manpower (Supporting CV and testimonials to be submitted)	10
4	Experience in local region and language (Supporting Work Order/Orders mentioning language to be used in the AV)	10
5	Technical presentation (film, sound clips, model etc.)	25

Total

100

Signature & Seal of the Bidder

Date: