

Notice Inviting Tenders

Website: www.nidm.gov.in

NIT No: NIDM/Trg./IEC Material/2014-15

Dated: 12-11-15

Bids are invited for the following works up to films.

Name of Work: Film of 90 second to 120 Second

The tender documents can be downloaded from the NIDM website www.nidm.gov.in. For more details on the tender and bidding process you may please visit the above mentioned website.

Note: All eligible firms are mandated to submit on date and the tender can be downloaded through the website.

ADMINISTRATIVE OFFICER

**NATIONAL INSTITUTE OF DISASTER MANAGEMENT,
(Ministry of Home Affairs, Government of India),
5-B, IIPA Campus, IP Estate, Mahatma Gandhi Marg,
New Delhi - 110 002 (INDIA)
Website : www.nidm.gov.in**

Terms & Conditions for Tender:

Tender will be opened in the presence of authorized representative of bidders, if they present themselves. Each of these instructions must be carefully read and followed strictly; failure in complying with any of these would render your offer for rejection.

The offer should be in sealed envelope and preferably sent by Registered Post/ Speed post. Intending bidders are advised to post their offers well in time so as to reach us before bid due date and time. Offers sent through courier / by hand shall not be accepted if presented after the due date and time for submission of bids. The offer would be in two sealed envelopes comprising technical bid including earnest money deposit and financial bid. These should be sealed and super scribed as “Technical Bid for Film “Financial Bid for Film”. The two envelopes should be put in another envelope and sealed and sent to:-

Executive Director, - NATIONAL INSTITUTE OF DISASTER MANAGEMENT,(Ministry of Home Affairs, Government of India),5-B, IIPA Campus, IP Estate, Mahatma Gandhi Marg, New Delhi - 110 002 (INDIA).

NIDM as indicated in the Para before. The eligibility terms are given below:

1. The Tenderer should be a Qualified Firm should be 3 year old and should have PAN Card, Service Tax Registration. Firm should have made at least 2 Film in Last one year. Firm should have turnover of at least 1 crore rupees till 31st march 2014. Necessary documentation in support should be included in the technical bid.
2. Offer must be preferably typed and submitted in duplicate.
3. The enquiry No. Bid due date and details of Earnest Money Deposited (EMD) should be super scribed on the envelope, failing which the offer may be rejected. The covering area of the film is as per Annexure –I.
4. The quoted price must be written in both figures and words in capital letters. Alteration if any should be made clearly by crossing the whole entered rate and last correction should be attested by the tenderer with their full signature and rubber stamp. In no case there should be overwriting and all tenders with such overwriting shall be liable for rejection, In case of any discrepancy between figures and words, the rates on words shall be considered for the purpose of evaluation.
5. Offers shall be accompanied with Earnest Money Deposit (EMD) of requisite value as specified in a separate envelope failing which offers are liable for rejection. EMD of Rs. 10,000/-(Rupees ten thousand only) is to be furnished inform of Demand Draft in favour of “NIDM” payable at **Delhi**. The earnest money will be forfeited on revocation of tender before the expiry of validity of the tender of the tenderer or in refusal to enter in to the contract after the award is made by NIDM to the tenderer within the validity period of offer.

6. The rates shall be for total amount payable by NIDM Delhi inclusive of all taxes, freight, travel cost etc.
7. Offers should strictly be as per the detail of Annexure 1 as spelt out in the enquiry. Any deviations shall be clearly spelt out; In case they are not spelt out it shall be taken for granted that the item has been offered strictly as per requirement given in the inquiry. Derivations are likely to render the tender non-considerable. Bidders are advised not to deviate.
8. NIDM reserves the right to split / accept or reject any / all offer without assigning any reason thereof to increase / decrease the tendered quantity. The quoted rates, shall apply.
9. The tenderer should indicate time period for making of film.
10. Order placed as result of this enquiry shall be subject to the purchaser's/General purchaser's conditions.
11. One copy of detailed descriptive/ write up of the each Film should be enclosed along with the offer.
12. Payment will be done as per the rules regarding film production.
13. Tenderer shall certify that the rates are as applicable to Govt. Depts. /Autonomous Bodies. (If applicable)
14. The quoted rates must be firm till the complete execution of the contract and must be valid for a period of three months from the date of opening of tenders for placement of order.
15. In case of placement of an order, the tenderer should sign the Performa for terms & conditions and submit the same along with their offer in Duplicate.
16. In the event of an order the successful tender shall be required to furnish a performance security @ 10% of the total order value in the form of an account payee Demand Draft, a bank guarantee or a fixed deposit receipt from any nationalized bank valid for 24 months from the date of supply.
17. Any technical production defects / unsatisfactory workmanship / low performance of the artist and in case any deficiencies are found during making the film shall be re-shooted or changes will be done free of cost.
18. The list of at least one or more Film to whom tenderer had made in the past one year should be furnished along with the copy of the films and online link of film (if any)
19. Bidders may note that the due date and time of opening of tenders will be strictly adhered to and accordingly if they wish to be present themselves at the tender opening, they should bring necessary authorization letter from the company. However due to declaration of unexpected holidays or any unforeseen circumstance if the tenders are not opened on the due date, the same will be opened on the next working day.
20. Bidders should not understand that printed terms and conditions should not be considered for evaluation purpose unless otherwise separately mentioned in itself.

21. In case any clause is not acceptable to the tenderer. The same should be brought out in the bid with a categorical confirmation that all other clauses are acceptable to the bidders. If no mention is made in this regard, it shall be presumed that all the clauses mentioned herein are acceptable to bidders. However, the conditional tenders are likely to be rejected.
22. The offers should be valid for a period of 90 days from the date of opening bid.
23. Tender form may be downloaded from the website of NIDM. (**Website: www.nidm.gov.in**)
24. Payment will be made during various stages of assignment and full settlement only after competition of documentary and hand over the CD of documentary film.
25. Provide the work schedule & other details for making film.

ADMINISTRATIVE OFFICER

CONTENT OF THE FILM (POINTS TO BE COVERED IN THE FILM):

Disaster related awareness with focus on elders, children and in General. Disaster can happen anytime anywhere. The films are meant to raise awareness and do advocacy for disaster related awareness and motivate people to be informed/aware.

FORMAT & DURATION OF THE FILM:

Format:

The film will be made on the Broadcast Quality High Definition (HD) Digital Format and will be delivered on the HDCAM Broadcast Tapes or equivalent.

Duration:

90 second to 180 second

Shooting Format:

Full HD (1920x1080 with 50 mbps)

Total Number of Film:

3 (Three)

Post Production Format:

Non-Linear/HD

Off Line Editing:

Non-Linear/HD

On Line Editing:

Non-Linear/HD

Delivery Broadcast Masters:

HD CAM

Language:

English & Hindi