

Notice Inviting Tenders
Website: www.nidm.gov.in

NIT No: NIDM/UGC/2015-16

Dated: 30-01-2016

National Institute of Disaster Management (NIDM), Ministry of Home Affairs, Govt. of India invites 'Sealed Tenders' from eligible Firms who have requisite expertise of making self learning videos.

Tender Form

Name and Address of Tenderer

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Registration No. of Firm

PAN Number.....

EMD RS. 10,000/- DD.NO. **Date**.....

Name of Bank..... **Amount**

Last Date and time for accepting the Tender – 15 February 2016 by 5 p.m.

Date for opening of tender – 16 February 2016 at 3 p.m.

Items of work & Quantity

- 1. Videos with animations** – 30-45 minutes per video as per the details mentioned at Annexure-I.
- 2. Total Number of Videos** – 40 (Forty)
- 3. Time for completion of work:** 30 days from the date of issue of work order.

DECLARATION

I/We hereby agree to make the videos as detailed above, at the rates mentioned in our tender document. I have read all the tender's conditions carefully. If this tender's accepted, I/We agree to the forfeiture of my/our earnest money of Rs. 10,000 /- in the event of my/our failure to properly execute the above said work, timely when called upon to do so by the Institute.

Signature of the tenderer(with stamp).....

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 due date and time for the bid. Offer 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 submitted in two sealed envelopes comprising (i) technical bid including earnest money deposit and (ii) financial bid. These should be sealed and superscribed as "Technical Bid for Self Learning Videos" and "Financial Bid for Self Learning Videos". 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).

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 adequate experience for making videos (along with animation) for e-PG Pathshala. Necessary documentation in support of work experiences 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 superscribed on the envelope, failing which the offer may be rejected. The covering area of the movie 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 in form 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. Deviations 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 movie.
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 technical details of the video should be enclosed.
12. Payment will be done as per the rules regarding video 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 video made by the tenderer and in case any deficiencies are found during making of the video, the same shall be corrected free of cost, without any additional charge.
18. A list self learning videos that the tenderer had made in the past one year, should be furnished along with the copy of the video and online link of video along with contact details of the organization for which such videos have been made..
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. The printed terms and conditions by the bidders would 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. (web: www.nidm.gov.in)
24. Payment will be made during various stages of assignment and full settlement only after completion of all self learning videos and hand over with CD/DVD.
25. Provide the work schedule & other details for making videos.
26. Provide clientele list.

ADMINISTRATIVE OFFICER

Content of the Self Learning Video (Points To Be Covered In The Video):

Content delivery through Video is an essential component (self-learning) of each module of the e-Content that needs to be incorporated to explain the topic. It may include Multimedia, Animation, Documentary, Simulation, Virtual Lab, etc appropriately. The duration of Video should be 30 Minutes (or more).The Video must not be like a Spoken Tutorial (audio narration / voice-over of text mention in presentation slides). A clear description of visuals as well as text is required. Training demonstration, illustration of examples, case study, documentary, etc should be added wherever applicable. It is presumed that a content writer / domain expert is not fully acquainted with art of creating multimedia / graphics. As such, content writer is required to describe his / her multimedia requirement using a story board. The process is described in detail at point 6 and get the video part generated.

Video tutorial which will explain the concept of a module should be initiated by the content writer / teacher with appearances (generally less than 25% of the total time) in-between the section/sub-sections of the topic and the entire topic should be in video timeline full of graphics, animations, PPT and not merely the content.

The expert/teacher whose video is recorded should look straight into the lens and talk to the camera. The audio has to be clear and of superior quality. Make it sure that there is no distracting background noise. The equipment used should be semi-professional one. The format of video must be MPEG4/AVI (preferable in AVI). The quality of video should 720x576 (pixel), 25 (frame/second), 450 (TVL resolution), bit rate of 3 Mbps.

Presentation: Basically, video component is derived from presentation. The format for presentation would be PPT (PowerPoint Presentation program) or odp. During preparation of presentation avoid long blocks of text preferably use bulleted points, use appropriate fonts (e.g. Arial, verdana, Helvetica or Myriad pro etc), use larger font size (not less than 20) for clear visibility. Add graphics and images as much as possible appropriately. Kindly note that presentation would be part of video, however PI has to submit presentation for each module.