

Tender Cost - Rs.1,180/- + GST (Non-Refundable)



राष्ट्रीय पुस्तक न्यास, भारत
शिक्षा मंत्रालय, भारत सरकार
NATIONAL BOOK TRUST, INDIA
Ministry of Education, Government of India

Nehru Bhawan, 5 Institutional Area, Phase - II,
Vasant Kunj, New Delhi-110070

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Tender for Making a Documentary Film on NBT's outreach in Anganwadis

National Book Trust, India, an autonomous organization under the Ministry of Education, Government of India was established in the year 1957 to develop reading habits and creation of book culture in the country. National Book Trust, India intends to produce a Short documentary/promotional film on the age-appropriate books available at Anganwadi Centres for children, which is one of the largest outreach programmes of NBT. Under this programme a short documentary/promotional film of a 30-40 minute documentary film, a 5 minute short film and 1 minute promotional video including on-site interview with teachers, learners, anganwadi-sevikas, villagers and key stakeholders, etc. in **Amethi, Lucknow, Varanasi, Gorakhpur, Jhansi and Muzaffarnagar** along with independent bodies like UNICEF needs to be prepared.

Tender Document can be collected from the Office of the Editor (PR), National Book Trust, India, Nehru Bhawan, 5, Institutional Area, Vasant Kunj, Phase-II, New Delhi – 110070 from **21 October 2021 to 10th November 2021** on any working day between 9.30 a.m. to 5.00 p.m. on payment of Rs. 1000/- + (18% GST) by demand draft/pay order (Non-Refundable) favouring National Book Trust, India payable at New Delhi/Delhi. Eligible agencies may submit their applications in a sealed envelope superscripting “**Application for Documentary Film on Anganwadis for National Book Trust, India**”. The Tender document can also be downloaded from NBT Website www.nbtindia.gov.in and from www.eprocurement.gov.in and submitted along with separate demand draft/pay order towards Tender cost Rs. 1000/- +18% GST(Non-Refundable). In the event of the last date specified for receipt and opening of the proposal being declared as a holiday for NBT, the due date for submission and opening of bids will be the next working day following the declared holiday at the appointed time. Any modification/corrigendum issued with regard to this tender document shall be uploaded only on NBT website: www.nbtindia.gov.in. Bidders are requested to please visit NBT website regularly for any updates/corrigendum.

The Technical and Financial Bids should be sealed in separate envelopes both of which should be placed in one large envelope and sealed properly. The main sealed tenders/bids to be submitted should be superscribed with “**Tender for Documentary Film on Anganwadis for National Book Trust, India**” and addressed to the **Editor (PR), National Book Trust, India, Nehru Bhawan, 5 Institutional Area, Phase-II, Vasant Kunj, New Delhi-110070** or should be dropped in the Tender Box at the main gate of NBT premises (Headquarters) **latest by 11th November 2021 till 10.00 a.m.**

This Tender would be opened on **11th November 2021 at 11.00 a.m.** at NBT India, New Delhi. The Director of NBT, India reserves the right to accept/reject any or all the tenders. The Financial Bids only of those Bidders, who qualify the technical terms of Tender Document, will be opened.

TERMS & CONDITIONS

1. Only those firms which in their individual capacity satisfy the following criteria need to quote for this tender and the bids submitted by the bidders who do not fulfill the eligibility criteria will be summarily rejected.
2. The cover of the Tender should be sealed and/or properly superscribed or marked. NBT will assume no responsibility for misplacement or premature opening of the Bid.
3. The Tenderer shall bear all costs associated with the preparation of the Tender including cost of preparation for the purpose of clarification on the Tender, if so desired by NBT. The NBT in no case will be responsible or liable for these costs, regardless of the conduct or outcome of the Tendering process.
4. A copy of this Tender document duly signed and stamped (each page) by authorized signatory of the bidding firm/agency as a token of acceptance of all terms and conditions of this tender.
5. The bidder should be a registered organization having registered office in India and minimum five years market presence within India. The bidder should have expertise in making of short documentary films (Company profile should be attached).
6. The bidder should have at least 5 years' experience (last 5 years) in comprehensive short documentary films as per the requirements of Government Departments/Central PSUs /State PSUs/State Govt./Statutory Corporations or other MNC/Corporate bodies. In support of these criteria, bidders shall furnish contract/agreement or letters by the organizations for which the bidders have executed the work. (Self-attested copies of the work order/copy of the certificates issued by client should be attached.).
7. Chartered Accountant certified copies of three Years' Annual Accounts i.e. Profit and Loss Accounts, Balance sheet & Annexures **for Financial Year 2017-18, 2018-19 & 2019-20** showing annual turnover of Rs.25.00 lakh each year. A written acceptance by bidding firm/agency to provide services as per standards and specifications of this tender.
8. **The bidder should have required infrastructure and manpower** (if hired, the original consent letter from the supplier with detail of infrastructure available to be submitted).
9. Signed and stamped affidavit should be submitted, stating that the bidding firm/ agency have not been blacklisted/deregistered or debarred by any Govt. department/ Institution.
10. The agency so selected should have capacity to perform the entire stage of assignment without outsourcing the same to any third party.
11. The Tenderer should clarify whether the individual signing the tender or other documents in connection with the Tender signs as: (i) A "sole proprietor" of the firm or constituted attorney of such sole proprietorship, or (ii) A partner of the firm if it be a partnership in which case he must have authority to refer to arbitration of disputes concerning the business of the partnership either by virtue of the partnership deed or a power of attorney. Alternatively, the Tender should be signed by all the partners, or (iii) Constituted Attorney if it is a company.
12. Incomplete Tenders are liable to be rejected. It means that Tenderer should quote for all the items. If any item is missed or not quoted, the rates for that item, would be termed as zero and the Tenderer would have to do that job free of cost.
13. The Tenderers should fill the rates both in figures as well as in words. The Tender form may be filled in English and all entries must be handwritten in ink. Overwriting of rates is not permitted. Corrections, if any, should be attested by the Tenderer with his initials. If there is a discrepancy in rates between figures and words, the least amount will be considered.
14. Declaration for Earnest Money Deposit (EMD) as per **Annexure-B** needs to be submitted with the Technical Bid. In case the Declaration is not submitted with Technical Bid, the tender is liable for rejection without any notice.
15. Bidders shall not be permitted to withdraw their offer or modify the terms and conditions thereof after acceptance of tender. In case the agency fails to observe and comply with the stipulations made herein or backs out after quoting the rate, the bidder will also

- liable to be debarred/blacklisted from participating in the tendering process of the Trust in future, and/or be fined.
16. When deemed necessary, NBT may seek clarification on any aspect from the tenderers. However, that would not entitle any Tenderer to change or cause any change in the rates. All expenses for preparation of documents and meetings, if any, will be borne by the Tenderer.
 17. NBT may waive off any minor infirmity or non-conformity in the Tender which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of other Tenderers. The decision of NBT in this regard will be final.
 18. The agency should engage experienced personnel for the job. **Professional and experienced crew must be there with every camera** and all cameras must be in 4K HD Resolution.
 19. **NBT will not provide any transport, food or any accessory for proper discharge of duties by the agency's workers. The rate quoted by the bidder shall be inclusive of the charges like crew/staff, transportation, assemble, dismantle, insurance, freight, clearance and loading or unloading and conducting of the event on site as identified by NBT, India.**
 20. NBT will award the contract to the Tenderer whose Tender has been determined to be substantially responsive and has been determined as the lowest evaluated bid, provided further that the Tenderer is determined to be competent to execute the job satisfactorily. NBT shall however not bind itself to accept the lowest or any tender, wholly or in part.
 21. **A sample short film (Up to 5 Minutes) in a Pen Drive should be submitted with the Technical bid showing the work done earlier.**
 22. **The successful bidder shall submit the Performance Security Money to the value of 3% of the basic value of contract in the form of Demand Draft drawn in favour of National Book Trust, India within three days** from the date of receipt of initial work order. The security money shall be forfeited by order of the NBT in the event of any breach or negligence or non-observance of any condition of contract or in case the job is delayed beyond the period stipulated by NBT. The performance/security money so deposited will be retained till conclusion of the job and refunded along with full payment **without any interest. The final work order will not be issued unless the Performance Security Money is submitted by the successful bidder.**
 23. Security money shall, be liable to be forfeited in the event the agency fails to complete the job within the stipulated time or if the job is not done satisfactorily as per the requirements. If the successful bidder backs out after award of the contract, Performance Security Money is liable to be forfeited.
 24. TDS as applicable shall be deducted at source. Permanent Account Number (PAN) allotted by the Income Tax Authorities and GST No. allotted by GST Department must be mentioned in **Annexure–A**, without which the Tender is liable to be rejected.
 25. In addition the tenderer should have a valid GSTIN certificate and number. Copy should be attached.
 26. NBT reserves the right to accept or reject any Tender, and to annul the Tender process and to reject all bids at any time prior to award of the contract, without thereby incurring any liability to the affected Tenderer or Tenderers on the grounds of NBT's action. The decision of NBT in this regard would be final and binding.
 27. NBT and the agency shall make every effort to resolve amicably by direct informal discussions, any disagreement or dispute, arising between them under or in connection with the contract. However, any unresolved disputes would be subject to the jurisdiction of Delhi courts only.
 28. The NBT will have the discretion to award the contract to any other agency. In such a situation, the other agency shall work at the lowest accepted rate.
 29. In the event of any negligence or unsatisfactory execution on the part of the agency, NBT will have the right to forfeit the Performance Security money and to recover penalty as it deems appropriate from the amount payable to the agency against their bill(s). If deemed necessary, the agency may also be blacklisted for future.

30. **The financial proposals of only those parties would be opened whose credentials (Technical Bids) are found up to the satisfaction of the designated committee of the Trust, whose decision would be final and binding.**
31. **Corrupt or Fraudulent Practices:** Bidders should observe the highest standard of ethics during the award and execution of such contracts. National Book Trust, India will reject a proposal if it is found that the Bidder recommended for award has engaged in corrupt or fraudulent practice(s) while competing for the contract in question.
32. **Validity of the bid:** The bids submitted by the Tenderers shall be valid for a minimum period of 90 days computed from the date of opening of the bids.
33. The full and final payment would be released only after seeing the quality of film in Pen Drive in HD Resolution by the approved Committee of NBT.
34. Please ensure that the GST number of NBT and the GST number of your company is clearly mentioned on the invoice submitted by you after the completion of the job.
35. 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. NBT, India 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 manpower, equipment, etc. NBT, India 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 NBT, India.

36. PAYMENT TERMS

- i) Payment will be made only after satisfactory completion of work as determined by NBT, India.
- ii) 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.

37. ELIGIBILITY CRITERIA

- a) The Company should have been in existence for a minimum of five years, experience proof of which should be submitted along with the technical bid.
- b) The Company should have experience of making at least three short films of either State or National or International. Copies of the short films should be submitted in a Pen Drive/Hard Disk Drive along with copies of work orders with Technical bid.
- c) The Company should have a well-trained in-house production team. The proof of the production team along with payroll should be submitted with technical bid.
- d) Chartered Accountant certified copies of three Years' Annual Accounts i.e. Profit and Loss Accounts, Balance sheet & Annexures **for Financial Year 2017-18, 2018-19 & 2019-20** showing annual turnover of Rs.25.00 lakh each year. A written acceptance by bidding firm/agency to provide services as per standards and specifications of this tender.
- 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 the documentary film is to be of (i) 30-40 minute, (ii) 5 minute and (iii) 1 minute promo .
- b) The film shall cover all aspect of the project - the reach of the books to Anganwadis, the testimonials of the stakeholders, children, teachers, librarians, officials etc.: the complete journey of the reach of the books, etc.
- c) The voice over shall be in Hindi with English subtitles (only where required).
- d) **Shooting must be by high end 4K HD camera.**
- e) **The project must be completed within 20 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. The music taken for background, support etc. should be royalty-free.
 - iv) Any other charges.
- e) Travel, boarding and lodging for the entire crew.
- f) Any charges for Arial shooting. However, the requisite permissions will be taken by the agency themselves. National Book Trust, India will not be involved in this.
- g) Delivery in the format: Pen Drive/Hard Disk Drive.

(C) PENALTY CLAUSE

- a) The successful bidder shall not refuse to accept NBT's work order under any pretext. The work order can be collected from the Office of the Editor (PR) or if convenient to the bidder, it can be mailed to them. The bidder shall start the work within 5 days of the date of the work order.
- b) For three recurrence of default in the discharge of service obligation, NBT, India 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 NBT, India in writing of the fact of the delay, its likely duration and its cause (s).

(D) SPECIAL CLAUSE

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

(E) ARBITRATION

NBT, India 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 Director, NBT, India 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 Delhi.

(F) 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.

(H) Tender will automatically stand cancelled if any undue influence or canvassing for selection is made by the bidder.

(I) The Director, NBT may cancel the tender process at any time without assigning any reason thereof.

(J) The Director, NBT, reserves the right to accept/reject any or all the tenders without assigning any reason.

Annexure-I**CHECKLIST**

(Please tick mark in relevant columns)

Sl. No.	Name of Documents	Yes	No	Page No.
1	Tender fee including GST @ 18% (Rs.1,180/-)			
2	Declaration as per Annexure-B			
3	Tender document is properly indexed with page numbers			
4	Complete profile of the Firm/Agency			
5	Chartered Accountant certified copies of three Years' Annual Accounts i.e. Profit and Loss Accounts, Balance sheet & Annexures for Financial Year 2017-18, 2018-19 & 2019-20 showing minimum annual turnover of Rs.25.00 lakh each year.			
6	Self-certified copies each of Income Tax Returns for the three Financial years 2017-18, 2018-19 & 2019-20.			
7	Copy of last 5 years experience and work orders of similar job executed by the firm for Central or State Government / Public Sector Undertakings/Autonomous bodies/Private Sectors.			
8	An Affidavit of Rs.100/- duly signed and stamped by Notary stating that the firm has not been debarred or blacklisted by any Central or State Government / Public Sector Undertakings or Autonomous bodies is required to be enclosed <u>(Photocopy of the affidavit will not be accepted).</u>			
9	Self-attested Copy of PAN Card.			
10	Self-attested copy of the Registration of GST and GST Return for last quarter should be enclosed along with GSTR Form 1 and 3B.			
11	Registration Certificate of the Company/Firm (Copy of the Memorandum/By-laws/Deed etc).			
12	One Pen Drive Containing a short Documentary Film (5 minutes) for Presentation.			
13	Copy of IFTDA registration, if Any.			
14	A written acceptance by bidding firm/agency to provide services as per standards and specifications of this tender.			
15	A copy of this tender document duly signed on each page and stamped by authorized signatory of the bidding firm/ agency as a token of acceptance of all terms and conditions of this tender.			
16	One original cancelled cheque.			

I/we hereby declare that all above documents are true & correct as per my knowledge and I/we accept all the terms and conditions of the Tender.

**TECHNICAL BID
TENDER FOR PRODUCTION OF SHORT FILM**

Sl.No.	Particulars	
1.	Name of the Production Company/Firm	
2.	Details about Office of the Agency	
	a) Address	
	b) Telephone Numbers	
	c) E-mail IDs	
	d) Website	
	e) Contact Person	
	f) Mobile Numbers	
3.	Profile and Track Record of the Company/Agency: a) Past experience (in years) b) Manpower strength & experience (enclosed payroll) c) Production infrastructure (in-house editing, etc.) d) Any award/certificate/appreciation e) Any link on website, etc. of the work done.	
4.	Details of Registered Office of the Company/Agency and Contact Person	
5.	Number of Films produced	
6.	Legal status of the organization (whether registered Firm/Company) <i>If a partnership firm, state the name and address of your partners. If company, state the names and addresses of Directors (Photocopies of the registration certificates should be attached)</i>	
7.	Details about Directors/Partners	
8.	Copy of the Memorandum/By-laws/Deed, etc.	
9.	Number of years' experience in Film making (attach work orders of earlier works with other Govt. Departments/autonomous bodies/PSUs and others)	
10.	Financial Turnover of the Firm/Company during last 3 Years.	
11.	Audited Financial Statements (Balance Sheet, Profit and Loss, Audit Report and ITR) for the last 3 years (2017-18, 2018-19 and 2019-2020)*	
12.	PAN No.	
13.	GST Registration No.	

* The Financial year 2020-21 may be considered for financial and experience if the applications have all proper documents required in technical bids of the tender.

FORMAT OF BID SECURITY DELCARTION FROM BIDDERS IN LIEU OF EMD

(On Bidders Letter Head)

I/ We, the authorized signatory of M/s.....,
participating in the subject tender No.....for the item/job of
.....do hereby declare:

- (i) That I/ we have availed the benefit of wavier of EMD while submitting our offer against the subject Tender and no EMD being deposited for the said tender.
- (ii) That in the event we withdraw/ modify our bid during the period of validity, I/we fail to execute formal contract agreement within the given timeline OR I/we fail to submit a Performance Security within the given timeline Or I/we commit any breach of Tender Conditions/ Contract which attracts penal actions of forfeiture of EMD and I/we will be suspended from being eligible for bidding/ award of all future contact(s) of NBT, India for a period of one year from the date of committing such breach.

Authorized Signatory:

Name & seal of the Firm:

Date:

Place:

FINANCIAL BID

Financial bid For Documentary Film on National Book Trust, India's Outreach Programme in Anganwadis

S. No	Particulars	Amount in INR (without GST)	GST	Amount in INR inclusive of GST
1	Production of a (i) 30-40 minute documentary film, a (ii) 5-minutes short film and (iii) 1-minute promo including on-site interviews with teachers, learners, Anganwadi-sevikas, villagers and key stakeholders in Amethi, Lucknow, Varanasi, Gorakhpur, Jhansi and Muzaffarnagar. The film shall cover all aspects of the project - the reach of the books to Anganwadis, the testimonials of the stakeholders, children, teachers, librarians, officials etc.: the complete journey of the reach of the books, etc. (with complete edited versions in hard drive and pen drive).			

(Total Amount in words: -----)

Note: The amount quoted should include charges for script, detailed shot by shot storyboard (for video spots), travel cost, shooting, editing, titling, subtitling, text music, voice over, background effect, special effects, etc. In addition all video spots will be required in suitable digital format for broadcast on Internet, in Cinema halls, on TV and other means of communication.