

Administration of
Dadra & Nagar Haveli, U.T.,
Office of the Directorate
Medical & Public Health Department

No. DMHS/P&T/Doc.Film/2018/528/5127

Silvassa.

Date:20/07/2018

Limited Tender Inquiry

The Director, Medical & Public Health Department, Dadra & Nagar Haveli, Silvassa on behalf of President of India, invites sealed tender for Making of Documentary Film for various schemes under U.T. of Dadra & Nagar Haveli from the reputed Agencies, so as to reach on or before **03/08/2018** upto 15.00 hours by Post/Courier or deposit into the tender box kept in the office of the undersigned.

Sr. No.	Particulars	Estimated Cost	Earnest Money Deposit (EMD)	Tender Fees
01.	Making of Documentary Film for various schemes under U.T. of Dadra & Nagar Haveli.	₹.4.99 Lakhs	₹.12,500/-	₹.500/- Non-Refundable

The tender can be downloaded from www.dnh.nic.in and www.vbch.dnh.nic.in website from **20/07/2018** upto **02/08/2018**.

Bid submission should be done along with Tender Fees/EMD in original by R.P.A.D./Speed Post or to be deposited in the tender box kept in the office of the undersigned. However, Tender Inviting Authority shall not be responsible for any postal delay.

1. The EMD and Tender Fees should not be forwarded by cash.
2. The Tender Fees will be accepted only in form of Demand Draft/A/c payee Cheque of any Nationalized or Scheduled Bank of India payable in Silvassa.
3. The EMD will be accepted in form of FDR / Demand Draft / Bankers Cheque or Bank Guarantee from any Commercial Banks in an acceptable form payable at silvassa in favor of under signed.

The tender inviting authority reserves the right to accept or reject any or all the tender to be received without assigning any reasons thereof.

Sd/-

Director

Medical & Health Services
Tel. No.(0260) 264290, 2640615
e-mail ID. Svch.sil@gmail.com

Copy to :-

- 1) CPO, Dadra & Nagar Haveli, Silvassa for wide publicity in Newspaper.
- 2) I.T.Dept., Dadra & Nagar Haveli, Silvassa with a request to publish in Website.
- 3) Website In-charge, DMHS, Silvassa to publish in Website.
- 4) Accounts Section, DMHS, Silvassa for information.

U.T. ADMINISTRATION OF DADRA & NAGAR HAVELI,
OFFICE OF THE DIRECTORATE,
MEDICAL AND PUBLIC HEALTH
SILVASSA

Terms and Conditions for the “**Making of Documentary Film for various schemes under U.T. of Dadra & Nagar Haveli**”.

❖ **Instructions to Bidders** :

- 1) The rate should be quoted in the prescribed form given by the department, **the rate should be inclusive of all taxes and should be valid upto One Year from the date of tenderization.**
- 2) All/Taxes/Duties/Royalties Charges payable on the services/transport etc. within and/or outside the state shall be payable by the bidder.
- 3) The bidder should specify complete specification for the services to be provided by him etc to be submitted in the Technical Bid.
- 4) The decision of the Tender Inviting Officer for acceptance/rejection of service provided shall be final.
- 5) The bidder should enclose along with tender an amount of **₹.12,500/-** as Earnest Money Deposit in form of Fix Deposit Receipt/Account Payee Demand Draft or Bank Guarantee from any of the Commercial Banks in an acceptable form payable at Silvassa in favour of “**Director, Medical and Health Services, Silvassa**”. The EMD should not be forward by Cash. Tender received without Earnest Money Deposit will be summarily rejected.
- 6) The tender should be neatly typed or hand written only on the prescribed format given by the department an it carries the name of bidder and the signature of the bidder. No overwriting, correction or erasures will be considered.
- 7) All bills should be in **TRIPLICATE** and should invariably mention the number and date of work order.

- 8) All bills for amount above ₹.5000/- should be pre-receipted on a Revenue Stamp of proper value. Bills for amount exceeding ₹.5000/- not pre-receipted on Revenue Stamp of proper value will not be accepted for payment.
- 9) Each bill in which GST is charged must contain the following certificates on the body of the bill: “CERTIFIED” that the services provided on which GST has been charged have not been exempted under the Central GST Act or the Rules made there under and the amount charged on account of GST on these services is not more than what is payable under the provisions of relevant Act or Rules made there under”.
- 10) The Tenders shall be submitted in two-bid system, each of which is to be submitted in separate envelope. The first envelope should contain Technical Bid and super scribing on the envelope as “**Sealed Cover No.1 – Technical Bid for Making of Documentary Film for various schemes under U.T. of Dadra & Nagar Haveli**”. The **EMD and Tender Fees** should be enclosed with **TECHNICAL BID** only. The second envelope should contain Financial Bid and super scribing on the envelope as “**Sealed Cover No.2 - Financial Bid for Making of Documentary Film for various schemes under U.T. of Dadra & Nagar Haveli**”. The last date of submission of bid will be on **03/08/2018** upto 15.00 hours.
- 11) The Tenders will be opened by the Tender Opening Committee in presence of bidders or their representatives, if any present in the Office of the Tender Inviting Officer. The Tender Opening Committee will first open the technical bid consisting of Terms & Conditions issued by the department; Tender Fee, EMD, relevant documents, technical specification etc, the Committee will open the financial bid only of those firms who have qualified for technical bid as per specifications given by the department. The financial bid will be opened after the report received from the Technical Committee.
- 12) The right to accept or reject without assigning any reasons or all tenders in part or whole is reserved with the Tender Inviting Officer and his decision(s) on all matters relating to acceptance or rejection of the tenders as a whole or in part will be final and binding to all.

- 13) If the bidders whose tender is accepted, fails to execute the work order within stipulated time the Earnest Money Deposit of such tenders will stand forfeited to the Administration.
- 14) In case, the bidder does not execute the work order placed with him, the EMD of the bidder will be forfeited to the Government and the contract for the work shall terminated with no further liabilities on either party to the contract.
- 15) No separate agreement will be required to be signed by the successful tender(s) for the purpose of this contract for the said works. Rates tendered/offered in response to the concerned Limited Tender Inquiry shall be considered as acceptance of all above terms and conditions for supply for all legal purpose.
- 16) The tender will be accepted during working hours upto **03/08/2018** at 15.00 hours and will open on the same day if possible in the office of the Directorate, Medical & Public Health Department in the presence of the Tender Opening Committee and bidder(s) or their representative(s) if present.

❖ **Conditions of Contract :**

- 1) The rate(s) quoted should be strictly for services provided at FOR Silvassa and will be valid and operative for work orders issued within one year from the date of invitation of tenders.
- 2) No extra charges for accommodation, food, transport etc. will be paid on the rates quoted.
- 3) The rates should be quoted only for services specified in the list of requirement.
- 4) No advance payment will be made by the department.
- 5) The amount of Earnest Money paid by the bidder(s) whose tenders are not accepted will be refunded to them by cheque or Demand Draft (as may be convenient to the Tender Inviting Officer if the amount is above ₹.200/-) drawn on any branch of State of India or its subsidiary Commercial Bank. Where this mode of payment is not possible the amount will be refunded at the cost of the bidder.

- 6) Rates quoted for work other than the required specification will not be considered.
- 7) Only on satisfactory completion of the work order for and on payment of all bills of the service provider, as to be admitted for payment, the amount of Earnest Money will be refunded after or any such date/period as may be mutually agreed upon.
- 8) The tender inviting officer will consider extension of time for remitting the Security Deposit as demanded. However, in case of denial to consider such extension the bidder is bound to abide by the limit given and liable to make good for the loss made to the Government on account of his failure to abide by the time limit.
- 9) In case of failure of the services to be provided as per the requirement as mentioned in the conditions the loss undergone by the Government will be recovered from the bidder's Security Deposit/Earnest Money or payment due of any bill(s) to the extent required.
- 10) Extension of time limit for bidding shall be considered by the Tender Inviting Officer. The extension so granted may be with levy of compensation for delay in execution of work order upto 5% of the cost of services provided for at the discretion of the authority competent to grant extension of time limit provided such request is made well in time, depending upon the circumstances and such decision in the matter will be final.
- 11) The Earnest Money(s)/ paid by the tender(s) earlier against any tender(s) or supply order(s) is/are not adjustable with Earnest Money or Security Deposit required by these conditions.
- 12) The bidder should attach copies of (1) **PAN Number** (2) **GST Registration No.** (3) **Proof of having 03 years experience in making Promotional Campaign/Video making/Documentary** (4) **Income Tax Returns of past 03 years** (5) **Terms & Conditions documents duly stamped & signed on each pages** and (6) **Schedule of Specification duly stamped & signed.** with his/their tender. It may please be noted that the tender received without document referred above shall not be considered.

- 13) Rates should be quoted in the forms issued from the department and as per the requirement asked for.
- 14) The tender fee must be enclosed in demand draft in favour of undersigned with the tender documents.
- 15) The Bidder has to complete the project within 10 days from the date of issue of work order.
- 16) Topics related Shram Yogi Swasthya Seva, Mission Malnutrition, e-Aarogya and other schemes, etc.
- 17) The client shall identify a senior official with requisite approving authority to coordinate with the creative voyage and its representative on all matters relating to the project.
- 18) Changes in design brief during the course of design development may result in change in design fees and time schedule. Also it would be the responsibility of the client to provide all necessary information as and when required by the creative voyage team for design purposes. Delay in providing such information would affect the time schedule.
- 19) All related approvals, if required from the concerned authorities shall have to be obtained by the client.
- 20) The client will have to pay the above mentioned charges regardless of the finalization of the concepts. (if the client does not like any concepts presented by us).

Signature & Designation of
Tender Inviting Officer...

Sd/-
Director
Medical & Health Services
Tel. No.(0260) 264290, 2640615
e-mail ID. Svbch.sil@gmail.com

The above terms and conditions are accepted and are binding to me/us.

Place:
Dated:

Signature of bidder
Name of bidder with seal of the firm

❖ Schedule of Requirements, Specifications and Allied Technical Details :

Making of Documentary Film for various schemes under U.T. of Dadra & Nagar Haveli for the Year 2018

Sr. No.	Particulars	Unit/ Rate	Deviation if any
1	<p><u>Shooting a Documentary Film :</u></p> <p>Camera Details Canon 5d mk 3 with 3 lenses, follow focus, matte box, view finder, shoulder mount on board monitor, Will come with one tripod, 2 batteries, two recording card (8gb), one memory card reader. Laptop Lights Softee with soft box- battery operated and powered Battery operated light LED light - 48 bulbs Rotolight - 48 bulbs Sound details Sennheiser lapel mic Sennheiser boom mic Zoom H4N audio hard disc recorder Sony corded lapel mic Azden 4 channel portable mixer Camera steadying systems & accessories Manfrotto fig rig Junior steadicam Steadicam with follow focus flexi track Slider 3 feet or 4 feet Slider 5 feet Kessler cage Glidecam cam crane 2000 Backpack crane for dslr Steadicam Merlin Double Shoulder support Single shoulder support Tripods - manfrotto Gimble Crane Monitors 7" Marshal HDMI on board monitor 7" SMALL HD HDMI on board monitor Lenses Canon 16-35 L Series F2.8 Canon 24-70 L2 Series F2.8 Canon 70-200 L Series F2.8 IS 2 Canon 100-400mm F4.5-5.6 L series IS lens Canon 18-200mm. EFS. F3.5-5.6</p>	1 Package	

Sr. No.	Particulars	Unit/ Rate	Deviation if any
	Canon 85mm L Series F1.2 Ronil Cinematographer / DOP Camera Attendant Director Background music & Voice over Recording mixing in Recording Studio With Apple Logic Pro Version 10.4.1 or latest, Well experienced Voice over artist Editor Editing in Final Cut Pro 10.4.1 or latest version With Color Correction		

Signature of Agency
With Rubber Stamp

Sd/-
Director
 Medical & Health Services
 Tel. No.(0260) 264290, 2640615
 e-mail ID. Svבח.sil@gmail.com

❖ **Price Schedules :**

**Making of Documentary Film for various schemes
under U.T. of Dadra & Nagar Haveli for the Year 2018**

Sr. No.	Particulars	Unit/ Rate	Rate
1	<p><u>Shooting a Documentary Film :</u></p> <p>Camera Details Canon 5d mk 3 with 3 lenses, follow focus, matte box, view finder, shoulder mount on board monitor, Will come with one tripod, 2 batteries, two recording card (8gb), one memory card reader. Laptop Lights Softee with soft box- battery operated and powered Battery operated light LED light - 48 bulbs Rotolight - 48 bulbs Sound details Sennheiser lapel mic Sennheiser boom mic Zoom H4N audio hard disc recorder Sony corded lapel mic Azden 4 channel portable mixer Camera steadying systems & accessories Manfrotto fig rig Junior steadicam Steadicam with follow focus flexi track Slider 3 feet or 4 feet Slider 5 feet Kessler cage Glidecam cam crane 2000 Backpack crane for dslr Steadicam Merlin Double Shoulder support Single shoulder support Tripods - manfrotto Gimble Crane Monitors 7" Marshal HDMI on board monitor 7" SMALL HD HDMI on board monitor Lenses Canon 16-35 L Series F2.8 Canon 24-70 L2 Series F2.8 Canon 70-200 L Series F2.8 IS 2 Canon 100-400mm F4.5-5.6 L series IS lens Canon 18-200mm. EFS. F3.5-5.6 Canon 85mm L Series F1.2 Ronil Cinematographer / DOP</p>	1 Package	

Sr. No.	Particulars	Unit/ Rate	Rate
	Camera Attendant Director Background music & Voice over Recording mixing in Recording Studio With Apple Logic Pro Version 10.4.1 or latest, Well experienced Voice over artist Editor Editing in Final Cut Pro 10.4.1 or latest version With Color Correction		

Signature of Agency
With Rubber Stamp

Sd/-
Director
Medical & Health Services
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