

e-Tender

DETAILED NOTICE INVITING TENDER (DNIT)

**Tender document for Hiring
of
Multimedia Advertising Agency service for documentation of
best practices being followed in Govt. schools of U.T.
Chandigarh in shape of short clips/videos.**

**STATE PROJECT DIRECTOR,
SAMAGRA SHIKSHA,
U.T. CHANDIGARH**

**Additional Deluxe Building,
Sector-9D, UT Chandigarh
Pincode 160009
0172-5067074-80
Email: ssautchd@yahoo.co.in
Website: ssachd.nic.in**

Sr. No.	Details	Schedule
1	Date & time of publication of tender notification on tender website of Chandigarh Administration	15 th March, 2022, 5:00 p.m
2	Download of tender document commence from	15 th March, 2022, 5:00 p.m
3	Last date and time for submission of online bids on e-tender website of Chandigarh Administration	22 nd March, 2022, 7:00 p.m
4	Date and Time of the opening Technical Bids	23 rd March, 2022, 10:00 a.m
5	Date and Time of the opening Financial Bids	will be notified to the technically qualified tenderers

Interested bidders can download the tender document from e-Tendering Site <http://etenders.chd.nic.in/nicgep/app> or from Samagra Shiksha website <http://ssachd.nic.in>

The State Project Director reserves the right to accept or reject any tender/s without assigning any reason thereof.

SAMAGRA SHIKSHA CHANDIGARH
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Tender document for Hiring of Multimedia Advertising Agency Service for documentation of Best Practices being followed in Govt. schools of U.T. Chandigarh in shape of short clips/videos

Samagra Shiksha Chandigarh intends to get prepared atleast 10-15 nos. Short Documentary films/ clips of 3-5 minutes durations/ Audio Visual on the best practices being followed in Govt. schools of UT Chandigarh.

In order to promote awareness about Best Practices in Govt. Schools through the electronic and other media it is proposed to prepare 10-15 Documentary films/ clips of 03-05 minutes promotional video. Intending DAVP empanelled firms/agencies may submit bids as per matching the following criteria:

(A) Scope of Work

- a) Samagra Shiksha Chandigarh will provide the list of best practices along with name of schools for preparation of short films.**
- b) The proposed no. of Short film/DVD will be 10-15 with duration of 03-05 minutes and needs to be captured from different schools of UT Chandigarh.**
- c) Master production of HD format.**
- d) It should be a well written concept around which the entire film would be based.**
- e) The voice over shall be in Hindi & English languages.**
- f) Shooting must be done by high end HD camera.**
- g) The project must be completed within 10 days from the release of work order.**

(B) The work/ cost include:

- a) Script & Research (Pre-production)**
- b) Video making**
- c) Dubbing**
- d) Captions (English or Hindi or both)**
- e) Audio & Video Production**
- f) Post- Production**
- g) Delivery in the format: 05 DVDs (HD) & 5 Pen drives**

TERMS & CONDITIONS

1. The last date of submission of bid on the website **<http://etenders.chd.nic.in/nicgep/app>** is **22nd March 2022** up to **07:00pm**. The bidders also requested to submit the physical copy of the bid and/or any other documents in physical form in sealed envelope **in addition to submission on website** at Establishment Branch, Third Floor, Additional Deluxe Building, Sector-9D, PIN-160009 UT Chandigarh.
2. The bid is non-transferable.
3. The Bidder shall bear all the costs associated with the preparation and submission of its bid, and department will in no case, will be responsible or liable for these costs, regardless of conduct or outcome of bidding process.
4. The bidder has to upload the checklist duly index/page numbered on its letter head duly signed by the authorized signatory and other supporting documents as asked for in the bid in scanned format. Failing to submit the same or non-compliance/deviation/legible or blurred copy from any bid terms and conditions, eligibility criteria or technical specifications shall result in rejection of the bid.
5. The Bidder has to examine all instructions, forms, terms, conditions and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or submission of a bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and will result in rejection of its bid.
6. Amendment of Bidding Documents (Corrigendum):
 - a. At any time prior to the deadline for submission of bids, Tender Finalization Committee may, for any reason, whether on its own initiative or in response to the clarification requests by a prospective bidder, modify the bidding documents.
 - b. The corrigendum will be published on website www.ssachd.nic.in and <http://tenders.chd.nic.in/nicgep>, if any.
 - c. In order to allow prospective bidders reasonable time to take into consideration the amendments while preparing their bids Tender Finalization Committee, at its discretion, may extend the deadline for the submission of bids, if so required.
7. Bid Currency – Prices shall be quoted in Indian Rupees only.
8. Price shall be *inclusive of out-of pocket expenses and all taxes, GST, etc. as per PRICE Bid proforma*.
9. Late Bids shall be rejected.
10. Modification and Withdrawal of Bids:

- a. No bids will be allowed to be modified subsequent to the final submission of bids.
 - b. No bid will allowed to be withdrawn in the interval between the deadline for submission of bids and the expiry of the bid validity.
11. Financial Bids shall be opened in the presence of technically qualified bidders who may like to be present. Pre-intimation will be given via e-mail/whatsapp/telephonically.
12. Evaluation of the bids: After the closing time of submission, Technical Finalization Committee will evaluate the downloaded documents with reference to DNIT as per bid terms and conditions. The recommendations of the Tender Finalization Committee will be uploaded on the website.
13. Bids Cycle shall be valid for 30 days. Finance Bid so uploaded shall be valid till 31st March, 2022. A bid valid for a shorter period shall be rejected as non-responsive.
14. The bid will not be accepted if the copy of EMD demand draft amounting to Rs.75,000/- is not uploaded on the website. EMD amount less than Rs.75,000/- is also not accepted. EMD to unsuccessful bidders would be returned after the finalization of financial bid and no interest shall be paid.
15. State Project Director, Samagra Shiksha, Chandigarh reserves the right to accept/reject any Bid without assigning any reason.
16. All correction/addition/deletion shall require authorized countersignature
17. In case of any force majeure, the selected firm will inform State Project Director, Samagra Shiksha, Chandigarh in writing explaining the cause and seek the extension in executing the work provided that the happening is notified in writing (with documentary proof) within 15 days from the scheduled date of delivery.
18. In case of dispute between the firm and the Samagra Shiksha, the matter shall be referred to the sole arbitrator appointed by the Wy.State Project Director, Samagra Shiksha, Chandigarh and decision of arbitrator shall be final and binding on both the parties.
19. In case of any dispute, jurisdiction of courts of U.T. Chandigarh is applicable.
20. Copy of PAN No (PAN Card) and TAN No must be attached.
21. Bid without any valid document will be straightway rejected.
22. It must be ensured that no manual bid will be accepted. Only bid uploaded on the website will be accepted.
23. Penalty Clause:
24. If the bidder fails to complete the work within a period of 10 days from the issuance of work order, then a sum equivalent to one percent (@1%) of the total contract value shall be deducted from the payment for each calendar week of delay or part thereof subject to a maximum of @10% of contract value.

25. Firms must have experience in the relevant field and having the requisite competence/ capacity to do /handle such job effectively.
26. Experience Certificates, award letters and performance certificates of last 03 years should be uploaded (Years i.e. 2018-19, 2019-20 and 2020-21.) The bidder should have experience of making at least five short films/ Documentary film/ DVD of either State or National standard. Documentary proof of Work Order and Completion Certificate must be submitted. SELF DECLARATION MUST BE SUBMITTED in organization/ firm/Agency's letterhead.
27. The firms must have turnover of Rs. 1.00 Crore during the last 03 financial years i.e. 2018-19, 2019-20 and 2020-21 taken together. Documentary evidence certified Audited Balance sheets of relevant periods or a certificate from the Chartered Accountant/Cost Accountant giving turnover details for the relevant period shall be uploaded with the bid.
28. The firm participating in the Bid must have PAN No. and GST Number. The documentary proof of PAN and GST No. is to be uploaded with the Technical Bid.
29. The firm should submit EMD of Rs.75,000/- (Seventy Five Thousand only) in the form of FDR/ Demand Draft/ Bank Guarantee drawn in favour of "State Project Director, Samagra Shiksha Chandigarh".
30. The participating firms are required to upload the required bid documents as per the details given in the Annexure-A for consideration and evaluation of their technical bids.
31. The financial bids are to be uploaded only in the BOQ at e-tender portal. The rates quoted in the BOQ will include all taxes.
32. The Service provider/bidder (individual/firm/company) should not be black listed/prosecuted by any Central/State Govt./Union Territories/Undertaken/ Departments /Offices/Statutory Bodies/PSU/Autonomous Organizations/ Research Institutions/any court of law. The Bidder has to furnish latest affidavit (should not be older than one month from the date of e-Tender) on non-judicial stamp paper duly attested by Notary.

SUBMISSION OF ONLINE BIDS:-

- a) The bid shall be submitted online only at e-Tendering Site <http://etenders.chd.nic.in/nicgep/app>
- b) Manual bids will not be accepted.
- c) The online bids (complete in all respect) must be uploaded online in Two Covers (Technical and Financial bids).

"TWO BIDS SYSTEM" shall be followed for this tender. Bids received shall be evaluated as per the technical criteria prescribed in the tender document. Samagra Shiksha Chandigarh will not entertain any modifications subsequent to opening of bids and bids not conforming to tender conditions shall be liable to be rejected. Therefore, bidders are advised to submit their bids complete in all respects as per requirement of tender document specifying their acceptance to all the clauses of Bid Evaluation Criteria, General terms and conditions and compliance to the Scope of Work requirement etc.

Note: Bidders who wish to participate in this bid will have to register on e-Tendering Site of UT Administration <http://etenders.chd.nic.in/nicgep/app>. Further bidders who wish to participate in online bids will have to procure Digital Certificate Class-III as per Information Technology Act 2000 using which they can sign their electronic bids. Bidders can procure the same from any agency licensed by Controller of Certifying Authority, Govt. of India. Bidders who already have a valid Digital Certificate need not procure a new Digital Certificate. For any technical query regarding submission of bids on <http://etenders.chd.nic.in/nicgep/app>, bidders may contact on following help desk numbers:- 1. 0120-4001 005 2. 0120-6277 787 3. 0120-4001 002

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.

Payment Clause

- a. No advance payment will be made by Samagra Shiksha Chandigarh (SSC). The payment of bills shall be made within 30-days period of receipt of bill, complete in all respects.
- b. Payment will be made only after satisfactory completion of work as determined by State Project Director, Samagra Shiksha Chandigarh
- c. 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.

Penalty Clause

- a) The successful bidder shall not refuse to accept Samagra Shiksha Chandigarh work order under any pretext. The work order can be collected from SSC office or if convenient to the bidder, it can be mailed to them. The bidder shall start the work within 3 days of the date of the receipt of work order.
- b) For three recurrence of default in the discharge of service obligation, SPD, SSC would be free to forfeit the defaulting bidder's security deposit, revocation of bank guarantees and/or termination of the contract for default.

Special Clause:

The master copies of the documentary film and the edited short audio visual will be the sole property of Samagra Shiksha Chandigarh which would not be used by the bidder in any form.

Arbitration

SPD, SSC 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 Chandigarh.

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.

PROFORMA FOR TECHNICAL BID

Qualifying bid documents

(Copies of all the documents are required to be uploaded in the Technical Bid on Etender portal.)

Note: The documents to be uploaded should be legible. In case the uploaded documents are not readable, the tender will not be examined and the Technical Bid will be rejected strait away.

Sr. No.	Details	Documents to be uploaded
1.	Work order and completion certificate (minimum 05 documentary/short clips) of State/Central Departments/Education Departments/Autonomous institutions during the last 3 Financial Years. DVD of Clips shall be submitted along physical copy of the bid along EMD.	Copy of Work order and Experience Certificate to be uploaded. Short clips will be evaluated by Technical expert of Committee.
2.	Self attested certificate that the physical DVD containing 05 video clips has been submitted in the Office of Samagra Shiksha with the forwarding letter mentioning details of video clips mentioning details of client during the last three financial years.	Certificate uploaded
3.	The firms must have turnover of Rs. 1.00 Crore during the last 03 financial years taken together duly. Documentary evidence certified Audited Balance sheets of relevant periods or a certificate from the Chartered Accountant/Cost Accountant shall be uploaded.	Copies of documentary evidence to be uploaded.
4	The firm participating in the Bid must have PAN Number & GST number.	Copies of documentary evidence to be uploaded
5	The Service provider/bidder (individual/firm/company) should not be black listed/prosecuted by any Central/State Govt./Union Territories/Undertaken/Departments /Offices/Statutory Bodies/PSU/Autonomous Organizations/Research Institutions/any court of law. The Bidder has to furnish latest affidavit (should not be older than one month from the date of Bid) on non-judicial stamp paper duly attested by Notary	Copies of original affidavit to be uploaded

Sr. No.	Details	Documents to be uploaded
6	The firm should submit EMD of Rs. 75,000/- (Seventy Five Thousand only) in the form of FDR/ Demand Draft/ Bank Guarantee drawn in favour of "State Project Director, Samagra Shiksha Chandigarh".	Scanned copy of EMD to be uploaded and the same must be submitted to this office in physical form as well as per terms and conditions of bid document

Note : -Failure of submission of documents as above, **the bid shall be summarily rejected without affording any opportunity.**

PROFORMA FOR FINANCIAL BID

FINANCIAL BID TO BE FURNISHED ONLY IN THE BOQ ATTCHED WITH TENDER DOCUMENT

Sr. No.	Details	Basic Cost per unit (to be entered by the Bidder)	Qty.	Total Amount including GST, all taxes etc. (GST figure to be shown)
1.	Preparation of short films/ clips with duration of 3-5 minutes on the Best Practices being followed in schools of UT Chandigarh as per scope of work defined in the Bid.		10	
	Total			X

All the figures given above should be quoted with all taxes.

“X” will be final financial quote of the bidder.

DECLARATION (TO BE GIVEN ON A LETTER HEAD OF THE COMPANY/ FIRM)

Dear Sir/ Madam,

1. We have carefully read and understood all the terms and conditions of the bid document and hereby convey our acceptance to the same.
2. The information / documents furnished along with the above Empanelment Application are true and authentic to the best of my knowledge and belief. We are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of our bid/ application at any stage besides liabilities towards prosecution under appropriate law.
3. We have apprised ourselves fully about the job to be done during the period of agreement and also acknowledged to bear consequences of non-performance or deficiencies in the services on our part.
4. We have no objection, if enquiries are made about the work listed by us.
5. We have not been found guilty by a court of law in India for fraud, dishonesty or moral turpitude.
6. We agree that the decision of Samagra Shiksha Chandigarh in selection of advertising agencies will be final and binding to us.

Date:
Place:

Signature of authorized person
Full Name & Designation:
With Company's Seal

Note: The above declaration, duly signed and sealed by the authorized signatory of the agency should be enclosed with bid document.