

**Dr. Bhupen Hazarika Regional Government Film and Television Institute
(A Government of Assam Institution)
Sila, Changsari, Guwahati-781101, Assam**

Procurement for the work on Production of Documentary/Telefilm for the Students of Dr. Bhupen Hazarika Regional Government Film and Television Institute

Estimated Tender Value

- 1. Rupees Six Lakh Thirty Thousand Only inclusive of all taxes:** (Production of Documentary/Telefilm for the Students of DBHRGFTI)

To

Phone :

Email :

Date :

All the interested vendors

Dispatch No:

SUBJECT: NOTICE INVITING QUOTATION FOR "PRODUCTION OF DOCUMENTARY/TELEFILM" for the Students of Dr. Bhupen Hazarika Regional Government Film and Television Institute.

Dear Sir/ Madam,

The Director, Dr. Bhupen Hazarika Regional Government Film and Television Institute, Government of Assam invites quotations affixing court fees stamp of Rs 8.25 only for **PRODUCTION OF DOCUMENTARY/TELEFILM** for the Students of Dr. Bhupen Hazarika Regional Government Film and Television Institute as per details mentioned herewith.

(1) Terms & Conditions:

- i. The bid documents are not transferable and the seal and signature of the authorized official of firms must appear on all the papers and envelopes submitted.

Kindly read both the Instructions and Terms properly and see that instructions and terms are fully understood and complied. No correspondence shall be entertained in case your quotation is rejected on ground of not complying with our instructions, terms and conditions.

Thanking you.

Yours Sincerely,

Sd/-
Director

Dr. Bhupen Hazarika Regional Government Film and Television Institute

INSTRUCTION TO BIDDERS

A. Estimated Tender Value: Rs. 6,30,000/- (Rupees Six Lakh Thirty Thousand Only) incl. of all taxes.

B. Important Date and Time :

(i) Last Date & Time of receipt of Tender : **27/12/2022, (1.00 P.M.)**

(ii) Time of opening Tender : **27/12/2022, (1.30 P.M.)**

(iii) Venue of Bid opening : The Director, Dr. Bhupen Hazarika Regional Government Film & Television Institute, Sila Changsari, Guwahati-781101.

QUOTATION FOR PRODUCTION OF DOCUMENTARY/TELEFILM FOR THE STUDENTS OF DR. BHUPEN HAZARIKA REGIONAL GOVERNMENT FILM AND TELEVISION INSTITUTE UNDER THE DEPARTMENT OF CULTURAL AFFAIRS, GOVERNMENT OF ASSAM

LAST DATE OF SUBMISSION: 27/12/2022

**To,
DIRECTOR,
DR BHUPEN HAZARIKA REGIONAL GOVERNMENT FILM AND TELEVISION INSTITUTE**

From: M/s _____

Phone No. : _____

Email ID : _____

TERMS & CONDITIONS:

1. Condition of Tender:

a) The Director, DBHRGFTI reserves the right to reject any or all tenders, wholly or partly or close the tender at any stage prior to the award of contract.

b) The bid of any bidder who has not complied with one or more of the conditions of eligibility criteria and / or fails to submit the required documents as required / or mentioned in tender document is liable to be summarily rejected.

2. Deposits and Submission:

The bidder shall be required to submit a refundable earnest money (EMD) for an amount of Rs. 10,000/- (Rupees Ten thousand only) through Demand Draft issued by a Bank, favouring "Director, Dr. Bhupen Hazarika Regional Government Film and Television Institute". Earnest Money Deposit must be enclosed in the envelope superscripted with details of tender no, subject etc.

The earnest money deposit of the bidder, whose tender has been accepted, will be returned after completion of Six months from the date of receipt of Work Order.

After the award of the contract to the successful bidder, the Demand Draft for earnest money deposit of all the others bidder(s) will be refunded.

3. LOCAL CONDITIONS:

i. It shall be the responsibility on each bidder to fully inform /acquaint / familiarize itself with the conditions and factors, which may have any effect on the execution of services to be rendered under the contract. All bidder (s) intending to bid shall visit and make themselves thoroughly acquainted with the local conditions.

ii. Institute shall presume that the bidder has understood and agreed that all the relevant factors have been kept in view while submitting the bid. No financial adjustment arising thereof shall be permitted by the Institute, on the basis of any non- clarity of information about local conditions being pleaded by the bidder.

iii. Further, no claim for financial adjustment being made by the contract awarded on this tender document will be entertained by Institute.

4. VALIDITY:

Quoted rates must be valid for a period of 180 days from the stipulated last date of submission of bid. The overall offer for the assignment and bidder(s) quoted price shall remain unchanged during the period of validity. In case the bidder(s) withdraws, modifies or changes his offer during the bid validity period, the earnest money deposited by him shall be forfeited without assigning any reason thereof; the bidder(s) should be ready to extend the validity, if required.

5. PERIOD:

i. The works should be completed within 25 days from the date of issue of the Letter of Intent (LOI) / Work Order. The period of the said tasks should be adhered to as will be mentioned in the Award of Contract.

iii. If the bidder fails to complete the work within the specified date, then the bidder shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price, as penalty, a sum equivalent to 10% of the contract price. Once the maximum is reached, the Purchaser reserves the right to terminate the Contract.

6. PAYMENT TERMS & CONDITIONS:

i. All the payments to the bidder by the Institute shall be made through NEFT/RTGS only with applicable TDS in accordance with the Govt. of Assam guidelines from time to time and on receipt of fund from the Government through FOC.

ii. Income tax and all other applicable taxes shall be deducted at source as per prevailing Govt. Rules in this regard.

iii. Penalty if any shall be deducted from the bill.

7. TENDER PREPARATION COST:

The bidder shall solely bear all costs associated with the preparation and submission of the bid, including the site visit etc. The Institute shall in no case be responsible or liable for such costs, regardless of the conduct or outcome of the tender process. In no case such costs shall be reimbursed by the Institute.

8. FINANCIAL BID:

a) Financial bid should be in the format enclosed with tender as **Annexure "B"**.

b) The bid should be clearly filled or typed and signed in ink legibly giving full address of the bidder. The bidder should quote the price in figures with his full signature. The Tender should be duly signed by the authorized persons.

c) Taxes and other levies, if any, are to be specified clearly in the bid.

9. TENDER EVALUATION:

The Institute will evaluate all the proposals to determine whether these are complete in all respects as specified in the tender document. Evaluation of the proposals shall be done in two stages as:

(a) Level - I (Technical Evaluation):

1. The Institute shall evaluate the technical bid(s) to determine whether these qualify the essential eligibility criteria, whether the bidder has submitted the EMD & Tender Fee, whether any computational errors have been made, whether all the documents have been properly signed & stamped, whether all the documents as mentioned / or required to be submitted with technical bid are submitted and whether bids are completed and generally in order.

2. After evaluation of technical bid(s), a list of the qualifying bidder(s) shall be made. Short-listed bidder(s) shall be informed by the Institute on the day of opening of the Technical Bids or through Contact No. regarding the date, time and place of opening of financial bid(s) and they may attend or depute their authorized representative/s to attend the opening of financial bid(s) on the scheduled date & time. The representative(s) should have a letter of authority on company letter head along with Government recognized photo identity card to attend the price bid(s) opening event.

(b) Level –II (Financial Evaluation):

(i) The financial bid(s) shall be evaluated on the basis as mentioned in **Annexure B**.

10. AWARD OF CONTRACT:

After due evaluation of the financial bid(s), the Institute will award the contract to the lowest bidder.

11. COMMENCEMENT OF CONTRACT:

The Service Provider shall commence the work from the date of receipt of acceptance of the Letter of Intent (LOI) / Work Order and complete the work within 25 days from the receipt of the work order.

12. Cancellation / Termination of Contract:

In cases where the contractor fails either to accept the order or to acknowledge the order without any pre-conditions within the stipulated time or fails to start the work according to the work schedule or fails to ensure satisfactory progress of the work, the Institute reserves the right to cancel/ terminate the contract.

13. ARBITRATION:

a) In case of any dispute or difference arising out of or in connection with the tender conditions / job order and Contract, the Institute and the bidder will address the dispute / difference for a mutual resolution and failing which, the matter shall be referred for arbitration to a sole Arbitrator to be appointed by the Institute. Expenditure incurred towards costs of arbitration will be borne as decided by the Arbitrator.

b) The Arbitration shall be held in accordance with the provisions of the Arbitration and Conciliation Act, 1996 and the venue of arbitration shall be at Guwahati only. The decision of the Arbitrator shall be final and binding on both the parties.

14. JURISDICTION:

The courts at Guwahati alone will have the jurisdiction to try any matter, dispute or reference between parties arising out of this tender / contract. It is specifically agreed that no court outside and other than Guwahati High Court shall have jurisdiction in the matter.

15. CLARIFICATION:

The prospective bidder(s) requiring any technical/financial clarification regarding the tender document (Technical Specification) are requested to contact as below:

Technical / Financial:

(i) Hiranya Kalita, Lecturer cum I/c of Film & Video Editing Department, Dr. Bhupen Hazarika Regional Government Film and Television Institute, Sila, Changsari, Guwahati-781101.

Contact No. 70025-71113

Email: rgftiassam@gmail.com

At any time prior to the deadline for submission of bids, the Institute may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder(s), modify the tender document by amendment.

The amendment will be published on Institute website, In order to afford prospective bidder(s) reasonable time in which to take the amendment into account in preparing their bid, the Institute may, at its discretion extend the deadline for the submission of Tender.

Bidder should take into account any Corrigendum published on the Tender document before submitting their bids. All such Corrigendum will be placed on Institute Website <https://dbhrgfti.assam.gov.in>. Intending bidders are advised to visit the Institute website for regular updates, if any, till the closing date of tender for any corrigendum/addendum/amendment. The Institute will not be responsible for ignorance of Corrigendum.

16. EARNEST MONEY DEPOSIT

A. While submitting bid, the BIDDER shall deposit an amount mentioned in tender document as Earnest Money.

B. The Earnest Money shall be valid up to a period of 180 days or the complete conclusion of the contractual obligations to the complete satisfaction of both the BIDDER and the BUYER, including warranty period, whichever is later.

C. No interest shall be payable by the BUYER to the BIDDER on Earnest Money for the period of its currency.

D. In case of successful BIDDER, EMD will be returned after completion of Six months from the date of receipt of Work Order.

17. Documents Required:

Trade License, Up-to-date GST Registration Certificate, Firm Registration Certificate, PAN Card, Bank Account Statement, Annual Turnover Certificate from CA of at least Rs. 25 Lakh in the last three completed financial years ending 31/03/2022, Certificate from Manufacturers on Authorized Service Centre etc.

18. Signing of Bid: Each and every page of the bid should be serially numbered and sign by the bidder or his authorized representative. Strike off any kind should be duly attached by the bidder else the bid will summarily reject.

GENERAL INSTRUCTIONS TO BIDDERS:

1. The details of work to be tendered are available in the complete bid documents which can be viewed /downloaded from the Institute website <https://dbhrqfti.assam.gov.in>.

2. All Corrigendum/Amendment/Corrections, if any, will be published on the Institute website <https://dbhrqfti.assam.gov.in>.

3. All documents/papers submitted by the bidder must be legible.

Encl.: List of Works along with Details.

Sd/-
Director
Dr. Bhupen Hazarika Regional Government Film and Television Institute

Annexure – A

DECLARATION REGARDING BLACKLISTING / DEBARRING FOR TAKING PART IN TENDER.

(To be executed & attested by Public Notary / Executive Magistrate on Rs. 10/- non judicial Stamp paper by the Bidder)

I /We _____(Bidder) hereby declare that the firm / agency namely M/s. _____ has not been blacklisted or debarred in the past by Union / State Government/Autonomous or any organization from taking part in tenders in India.

Or

I/ We (Bidder) hereby declare that the Firm / agency namely M/s. _____ was blacklisted or debarred by Union/State Government/Autonomous or any Organization from taking part in tenders for a period of _____ years w.e.f. _____ to _____. The period is over on and now the firm/company is entitled to take part in tenders.

In case the above information found false I / we are fully aware that the tender/ contract will be rejected / cancelled by The Director, Dr. Bhupen Hazarika Regional Government Film and Television Institute, Sila, Changsari, Guwahati-781101, and EMD / DD shall be forfeited.

In addition to the above, The Director, Dr. Bhupen Hazarika Regional Government Film and Television Institute, Sila, Changsari, Guwahati-781101, will not be responsible to pay the bills for any completed / partially completed work.

DEPONENT

Attested:

(Public Notary/ Executive/Magistrate)

Name:

Address:

Annexure – B

Format for Financial Bid

Sl. No.	Name of Project & Semester	No. of Project	Particulars of Work	Quantity	Rate (In INR)	Amount (In INR)	G.S.T./ Applicable Taxes (If Any)	Total Amount (Incl. of All Taxes) (In INR)
1.								
2.								
Total Amount for L1 Calculation (In INR)								
Total amount in words: Rupees.....Only.								

Note:-

a) Lowest bidder (L1) will be determined by the Total Amount (Incl. of all applicable taxes) provided for the entire works.

b) The payments to the bidder by the Institute shall be made through NEFT/RTGS only with applicable TDS in accordance with the Govt. of Assam guidelines from time to time and on receipt of fund from the Government through FOC.

c) The rates quoted are FOR at destination i.e. The Director, Dr. Bhupen Hazarika Regional Government Film and Television Institute, Sila, Changsari, Guwahati-781101 and should be in Indian rupees only. Price must to be quoted both in figures and in words. In case of a discrepancy in the two, price quoted in words will be taken as valid.

d) We have gone through the terms & conditions stipulated in the Tender Document and confirm to abide by the same.

e) No other charges would be payable by the Institute.

Place:

Signature_____

Date:

Name of Authorized Signatory_____

(Affix Office/Firm's Seal)

Annexure-C

Tender No: RGFTI.121/2013/321

LIST OF WORKS FOR THE PRODUCTION OF DOCUMENTARY/TELEFILM ALONG WITH THE DIFFERENT STUDENT PROJECTS OF DR. BHUPEN HAZARIKA REGIONAL GOVERNMENT FILM AND TELEVISION INSTITUTE, SILA, CHANGSARI, GUWAHATI-781101.

LIST OF PROJECTS ALONG WITH THE NUMBERS FOR THE STUDENTS OF DBHRGFTI IN AN ACADEMIC YEAR.

Semester	Sl. No.	Name of Projects	No. of Projects
3rd	1	Photo Feature	4
	2	Song Picturisation	4
4th	1	Continuity Exercise	9
	2	Mise-en-Scene	9
	3	Chroma Keying	1
	4	Song Recording Project	2
5th	1	Telefilm Production	1
	2	Sync Sound Project	1
	3	Documentary Film Production	1
6th	1	Diploma Film	1

****Project-wise Details of Works are provided as follows:**

A) 3rd Semester:

1. Photo Feature: 4 Nos.

Sl. No.	Particulars	Quantity
1.	Artist	4
2.	Photo Printing	400
3.	Equipment Hiring	As per Requirement
4.	Purchase	As per Requirement
5.	Transportation / Fuel	As per Requirement
6.	Food	As per Requirement

2. Song Picturisation: 4 Nos.

Sl. No.	Particulars	Quantity
1.	Artist	8
2.	Art Director	1
3.	Makeup Artist	1
4.	Costume Designer	1
5.	Light Man	8
6.	Equipment Hiring	As per Requirement
7.	Purchase	As per Requirement
8.	Transportation / Fuel	As per Requirement
9.	Food	As per Requirement

B) 4th Semester:**1. Continuity Exercise: 9 Nos.**

Sl. No.	Particulars	Quantity
1.	Artist	18
2.	Art Director	1
3.	Makeup Artist	1
4.	Costume Designer	1
5.	Light Man	9
6.	Equipment Hiring	As per Requirement
7.	Purchase	As per Requirement
8.	Transportation / Fuel	As per Requirement
9.	Food	As per Requirement

2. Mise-en-Scene: 9 Nos.

Sl. No.	Particulars	Quantity
1.	Artist	9
2.	Art Director	1
3.	Makeup Artist	1
4.	Costume Designer	1
5.	Light Man	9
6.	Equipment Hiring	As per Requirement
7.	Purchase	As per Requirement
8.	Transportation / Fuel	As per Requirement
9.	Food	As per Requirement

3. Chroma Keying: 1 No.

Sl. No.	Particulars	Quantity
1.	Artist	2
2.	Art Director	1
3.	Makeup Artist	1
4.	Costume Designer	1
5.	Light Man	2
6.	Equipment Hiring	As per Requirement
7.	Purchase	As per Requirement
8.	Transportation / Fuel	As per Requirement
9.	Food	As per Requirement

4. Song Recording Project: 1 No.

Sl. No.	Particulars	Quantity
1.	Music Director	1
2.	Music Composer	1
3.	Musician	As per Requirement
4.	Singer	As per Requirement
5.	Musical Instrument/Equipment Hiring	As per Requirement
6.	Purchase	As per Requirement
7.	Transportation / Fuel	As per Requirement
8.	Food	As per Requirement

C) 5th Semester:

1. Telefilm Production: 1 No.

Sl. No.	Particulars	Quantity
1.	Artist	6
2.	Art Director	1
3.	Makeup Artist	1
4.	Costume Designer	1
5.	Light Man	5
6.	Equipment Hiring	As per Requirement
7.	Purchase	As per Requirement
8.	Transportation / Fuel	As per Requirement
9.	Food	As per Requirement

2. Sync Sound Project: 1 No.

Sl. No.	Particulars	Quantity
1.	Artist	4
2.	Art Director	1
3.	Makeup Artist	1
4.	Costume Designer	1
5.	Light Man	5
6.	Equipment Hiring	As per Requirement
7.	Purchase	As per Requirement
8.	Transportation / Fuel	As per Requirement
9.	Food	As per Requirement

3. Documentary Film Production: 1 No.

Sl. No.	Particulars	Quantity
1.	Artist / Anchor	4
2.	Narrator	1
3.	Translation	1
4.	Art Director	1
5.	Makeup Artist	1
6.	Costume Designer	1
7.	Light Man	3
8.	Purchase Items as per Script Demand	As per Requirement
9.	Transportation / Fuel	As per Requirement
10.	Food	As per Requirement

D) 6th Semester:

1. Diploma Film: 1 No.

Sl. No.	Particulars	Quantity
1.	Artist	15
2.	DI / Colorist	1
3.	Music Director	1
4.	Art Director	1
5.	Makeup Artist	1
6.	Costume Designer	1
7.	Light Man	15
8.	Equipment / Property Hiring	As per Requirement
9.	Purchase	As per Requirement
10.	Transportation / Fuel	As per Requirement
11.	Food	As per Requirement
12.	Location Rent	As per Requirement
13.	Set Construction	As per Requirement

**Sd/-
Director
Dr. Bhupen Hazarika Regional Government Film and Television
Institute**