



प्रत्यक्षकर क्षेत्रीय प्रशिक्षण संस्थान
Direct Taxes Regional Training Institute

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No. F. No: DTRTI/Kol./Admin.30 (Part III)/2016-17/557

Date 03 .06.2016

Tender No. 4

Limited Tender Inviting bids for production of Educational film on Time Management for training purposes

1. Direct Taxes Regional Training Institute, Kolkata (hereinafter referred as DTRTI) (a Division of National Academy of Direct Taxes, Nagpur) invites bids from Company/Firm/Agency/any other legal entity or individual having at least 5 (five) years' experience as on 31-03-2016 & having Office at Kolkata, for making of educational documentary/ film. DTRTI intends to produce 25-30 minute film on Task Management to spread awareness and sensitize employees of the Income Tax Department to utilize their time properly at work as well at home for better productivity. The film will be in Hindi with subtitles in English. The bidder should have annual turnover of at least Rs.5 (Five) Lakhs for each of the Financial Years 2012-13, 2013-14 & 2014-15.
2. Interested Bidders may either download the Bid document from the website www.incometaxindia.gov.in or may collect it from the Additional Assistant Director (Trg.)-3, Office of the Additional Director General (RTI) (Kol.), Direct Taxes Regional Training Institute, Kolkata having office at 3rd Floor, 110, Shantipally, Kolkata - 700107 on any working day from 03/06/2016 to 10/06/2016 between 11:00 AM to 5:00 PM. In either case tender document cost of Rs.100/- (Rs. One Hundred Only) in the form of 'crossed demand draft' drawn in favour of "ZAO, CBDT, Kolkata" shall be enclosed with the bid.
3. The Bid document and Annexure – A, duly filled in, along with requisite Earnest Money Deposit should be submitted by the Bidders in a sealed envelope superscripted as "Tender for Educational Documentary/film for DTRTI, Kolkata". The Bid documents should be submitted latest by 12.00 PM on 13/06/2016. The bids will be opened on 13/06/2016 at 02:30 PM. The Bidders shall deposit the bid document only in the "Sealed Tender Box" meant for the purpose of accepting the bid documents. Only those bids which are found in the "Sealed Tender Box" shall be considered for award of Tender.


(Sunita V Langstich)
03/06/2016

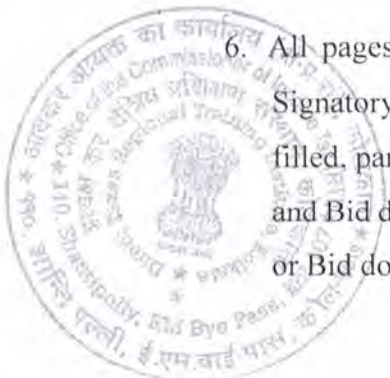
Addl. Asstt. Director of Income Tax (Trg.)-3
Direct Taxes Regional Training Institute, Kolkata.



SECTION-I

ELIGIBILITY CRITERIA

1. Any Bidder which may be a Proprietorship firm, Partnership firm, an Indian Company, any other legal entity or Individual having at least 5 (five) years' experience as on 31-03-2016 in making of documentary/ film of 25-30 minute duration and having office at Kolkata shall be eligible to bid.
2. The bidder must fulfil the following Eligibility conditions and also submit documentary evidence in support of fulfilling these conditions while submitting the bids. For those vendors who are not qualified, their bid will not be considered in making of documentary/film shall be eligible to bid.
 - (i) The bidder should have completed a minimum of three documentaries/films of 25-30 minutes duration.
 - (ii) The bidder should have at least 5 years' experience of documentary/film making in the capacity of Director as on the date of application.
 - (iii) The bidder should have facilities to shoot the documentary/film in high quality cinema camera having 4K resolution.
3. The Annual Turnover of the Bidder must be at least Rs.5 (Five) Lakhs for each of the Financial Years i.e. 2012-13, 2013-14 & 2014-15.
4. The Bidder should not be involved in any criminal proceedings. It should not be debarred or black-listed by any authority earlier.
5. The Bidder shall be required to deposit Earnest Money of Rs.10,000/- (Rs. Ten Thousand only) in the form of '**crossed demand draft**' drawn in favour of "**ZAO, CBDT, Kolkata**". The Earnest Money should be submitted along with the bid document. The demand shall be drawn on any commercial bank payable at Kolkata.
6. All pages of the Bid document should be signed by the Bidder or his Authorized Signatory with proper seal. Incomplete Bid document (whether unsigned, incorrectly filled, partly filled or otherwise) or Bid document without the requisite Earnest Money and Bid document cost or the bid document not submitted in the "**Sealed Tender Box**" or Bid document not '**sealed**' shall not be entertained.



SECTION II

SCOPE OF WORK

1. The requirement is to make educational documentary/film in Hindi with subtitles in English language with focus to create awareness among employees of Income Tax Department about time/task and self-management at work as well at home for better productivity. The documentary/ film is to be produced in Hindi with subtitles in English.
2. The work includes conceptualization, production and execution of the documentary/film of 25-30 minute duration highlighting the importance of task and self-management for DTRTI, Kolkata. The successful bidder shall be required to complete the work of making of documentary/film within 15 days of award of tender.
3. The work would require the production team to visit the office of this Institute and understand the concept to be developed in the documentary/film.
4. After the understanding of the concept, the successful bidder would be required to write a script and finalize it after review by the Competent Authority of DTRTI, Kolkata. The script should be prepared in Hindi with subtitles in English. The script must be written blending creativity, brevity and precision in fine harmony and supported by sound conceptualization and out of box thinking. The script in Hindi and translations in English is to be delivered to the DTRTI within 5 days of award of tender.
5. The successful bidder would also be required to arrange for
 - i. High quality cinema camera with 4K resolution, lights, trolley, Drone camera;
 - ii. Visualizing & creative direction;
 - iii. Arrangement of lead artists (2-3 nos., indicating names of the artists) of Hindi films and other assistant artists (around 15-20 nos.);
 - iv. Cinematography;
 - v. Shooting;
 - vi. Editing, dubbing, final colour correction, VFX;
 - vii. Recording with professional voice artists;
 - viii. Track laying & mixing of audio track with panning effects;
 - ix. Background music & Sound effects;
 - x. Transfer of audio track to multi-track playback device;
 - xi. System integration with Visuals and Films;

- xii. Indoor and Outdoor shoot for running train sequence/scene, roadside scene, hospital scene, Office and Residence of renowned builder/ businessman with the best equipment & if required, a drone shoot;
 - xiii. Final delivery after necessary edits;
 - xiv. Shoot includes still and video;
 - xv. The film shall in Hindi with subtitles in English.
6. All the documents prepared, raw footage, unmixed video, I T Tracks and any other materials developed will be the property and copyright of DTRTI and the producer/developer will be handing over all of the aforementioned material to DTRTI.
 7. The film has to be developed in such a manner that it can be updated on regular basis.
 8. No payment will be made in advance. The final payment will be made on receipt of bill on successful delivery of the finished product.
 9. The film is to be produced in Hindi with subtitles in English.
 10. The film is intended to be used for educational purpose of Income Tax Department and hence the technical quality of the film should be of very high to leave an impact and appeal to employees. High quality cinema cameras of 4K resolution to be used for making the film.
 11. The successful bidder shall be responsible for briefing and educating his cast and crew about the Do's and Don'ts while shooting at indoor and outdoor locations under the work order and it will not be the responsibility of officials of DTRTI to do so.



6. The Bidders should adhere to the time schedule of collecting and deposit/submission of the Bid. They should ensure that the Bid is submitted in time. DTRTI will not be responsible for any delay caused in submission of the Bid by the Bidder for whatever reasons.
7. The bid shall remain valid for a period of 60 days after the opening of the bid.
8. In case, the last day for submission of the bid is declared as a Holiday, the next working day shall be treated as the last day for submission of the bid. The successful bidder shall be required to complete the work of making of documentary/film within 15 days of award of tender.
9. The Bidders shall carefully quote their bids. The quote in Figures and in Words should match. In case of mismatch of the quoted amount in Figure and Words the quote which is lower shall be treated as the quote.
10. Successful bidder shall be determined after assessing the technical competency on the basis of earlier experience in making similar documentary/films subject to fulfilling all terms and conditions by the Bidder. In case, two or more bidders have quoted the same quote, the bidder with the more years of experience shall be preferred for the award of Tender. Letter for Award of the Tender will be issued immediately thereafter.

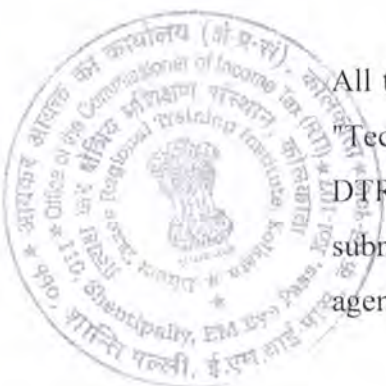


SECTION-IV

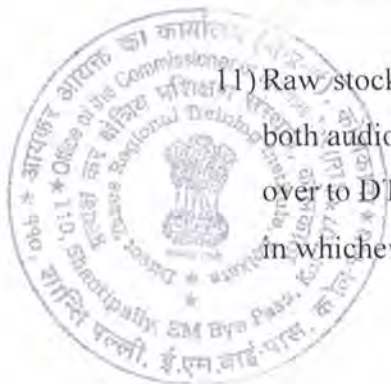
TERMS AND CONDITIONS

- 1) The requirement is to make educational documentary film in Hindi with subtitles in English language with focus to create awareness among employees of Income Tax Department about time/task and self-management at work and home for better productivity.
- 2) The successful bidder shall be required to complete the work of making of documentary/film within 15 days of award of tender.
- 3) The interested agencies possessing the requirements prescribed under eligibility criteria may submit their proposals in Technical cum Financial bid containing the following documents:
 - (i) Profile & track record of the bidder.
 - (ii) Financial Accounts for last three Financial Years, namely 2012-13, 2013-14 and 2014-15.
 - (iii) Photocopy of the PAN Card.
 - (iv) Photocopy of the Service Tax Registration, if applicable.
 - (v) Non Refundable Tender Document Cost of Rs.100/- (Rs. One Hundred Only) and Refundable Earnest Money Deposit of Rs.10,000/- (Rupees Ten Thousand Only) in the form of Demand Draft from a scheduled bank drawn in favour of the Zonal Accounts Officer, CBDT, Kolkata.
 - (vi) A story board for the sake of comparison.
 - (vii) Duly filled Annexure-A mentioning total consolidated cost including taxes for making of the documentary/ film inclusive of all costs by whichever name called.

All the above documents should be put in an envelope sealed and superscribed as "Technical cum Financial bid for production of educational documentary/film for DTRTI, Kolkata" and envelope should carry the tender number, due date for submission along with the name, address, telephone number, e-mail address of the agency.



- 4) The sealed Technical cum Financial sealed bids along with the documents should be addressed to the ADG (RTI), DTRTI, Kolkata and submitted/ deposited in the sealed tender box kept in Room No.303, 3rd Floor of DTRTI, Building within the scheduled date and time.
- 5) The Bids will be opened on 13th June, 2016 at 2.30 pm before the representatives of bidders at the time, date and venue of opening of the bids.
- 6) The Bids will be evaluated by the Tender Committee. Technical assessment will be based on Profile, Experience & Track Record of the Bidder, Concept, Story Board and against parameters laid down in the eligibility criteria and other terms & conditions. On the basis of the technical assessment bidders will be selected and the financial bids of competent bidders only be taken up for evaluation in their presence/designated representative on a designated date.
- 7) Successful bidder on award of contract will first discuss the story line with the Competent Authority of DTRTI, Kolkata and on obtaining approval on concept and story line will commence shooting immediately.
- 8) The bidder will also send timeline for each of the item of work from submission of script to final production of Master and copy DVDs. The bidder will complete work within 15 days from award of the tender.
- 9) The script should be prepared in Hindi with subtitles in English. The script in Hindi and translations in English is to be delivered to the DTRTI within 5 days of award of tender.
- 10) The successful bidder shall supply 25-30 minutes documentary/film digital broadcast Master (in Hindi and subtitles in English) with 15 Master DVDs.
- 11) Raw stock/unmixed and unedited versions of the proposed documentary/film (script both audio/video) will be the property of DTRTI and the same is required to be handed over to DTRTI, Kolkata. The Institute reserves the right to use the film wholly or in part in whichever manner as it deems fit.



- 12) Each of the deliverable item as detailed above should be packed properly and same would be required to be delivered to the DTRTI at its address.
- 13) No advance payment will be made to the successful bidder.
- 14) The ownership of the film both the unmixed and mixed version will at all time rest with the Government of India, DTRTI, Kolkata. The bidder will have no proprietary or other rights in respect of the same. DTRTI reserves the right to control the editing of the film in accordance with objectives laid down.
- 15) Successful bidder will be responsible for any copyright issues/ plagiarism resorted to by the bidder/agency. DTRTI, Kolkata will not be a party to any dispute arising out of copy right violation / plagiarism by the bidder.
- 16) DTRTI is not bound to accept the lowest or any tender or assign any reason for non-acceptance if during evaluation the competency of the bidder is found to be below mark. The Institute reserves its right to accept the tender either in full or in part. Conditional bids will be rejected outright.
- 17) Delayed or incomplete tenders will not be accepted / considered.
- 18) If any defects / unsatisfactory workmanship found during the making of the film shall be re-shot or changes will be done free of cost.
- 19) The responsibility of procuring necessary permissions for filming at various locations namely, railway coach, hospital, builders office, etc., will be with the bidder. However, DTRTI will assist wherever possible.
- 20) Any delay from the stipulated schedule would invite a penalty of Rs.1,000/- per day in respect of each of the item of work as enumerated in the scope of work indicated above.



- 21) DTRTI reserves the right to terminate the contract in case of changes in the Government procedures or unsatisfactory services.
- 22) Neither party will be liable in respect of failure to fulfil its obligations, if the said failure is entirely due to Acts of God, Governmental restrictions or instructions, natural calamities or catastrophe, epidemics or disturbances in the country. The party affected by an event of Force Majeure will immediately notify the other party of such an event and will also notify the unaffected party on cessation of disability resulting from such Force Majeure act.
- 23) In case disputes are not resolved through mutual consultation the same will be referred to Arbitrator duly appointed by the Competent Authority of DTRTI, Kolkata, who will resolve the matter of dispute under the provisions of the Indian Arbitration & Reconciliation Act. The venue of arbitration will be at Kolkata.

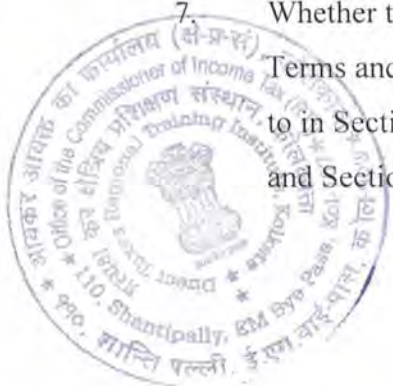


TECHNICAL CUM FINANCIAL BID

1. Name of the Concern/Individual (Bidder) _____
2. Address _____
(Including Contact No. & email) _____

3. Names and Addresses of the Individual/
Partner(s)/Director(s)/Proprietor (With contact _____
details) _____

4. The Turnover of the Concern for F.Y.-2012-13 2013-14 F.Y.-2014-15
(Attach copies of Final Accounts)
5. Whether the concern is engaged
for at least 5 (five) years as on 31-03-16
in making of documentaries/films
(attach copy of Supporting documents) Yes/No
6. Is any criminal case is pending against
the Proprietor/ Partners/ Directors of
the Concern or whether they were at any
time involved in any criminal case: Yes/No
7. Whether the Bidder agrees to all the
Terms and Conditions as are referred
to in Section-I, Section-II, Section-III
and Section-IV of the Bid Document: Yes/No



2. I/We have carefully gone through the various terms and other conditions mentioned in the tender document for the documentary/ film for DTRTI, Kolkata. I/We hereby agree to all the conditions and offer to make a film and deliver the final product to DTRTI. I/We have acquainted with all the tasks required to be carried out before making this offer. I/We also agree that if any changes required for the documentary film by DTRTI will be made by me/us. I/We hereby sign this undertaking as token of our acceptance of various conditions mentioned in tender form.
3. I/We are making this offer after carefully reading the conditions and understood the same. I/We also certify that the quotes have been quoted after understanding properly the terms and conditions as are laid in Section-I to Section-IV of the Bid Document.
4. I/We further certify that I/We, in my/our capacity as _____ of am/are entitled to submit the bid.

Date:

Place:

(Signature of the Proprietor/Partner(s)/Director(s) or
the Authorized Signatory with Name in Block Letters,
Date and Seal)

