

**SPEED POST**

No.P-3(5)/Film/10-11/

Dated: July, 2010

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Dears Sirs,

You are hereby invited to submit technical and financial sealed quotations for the making of documentary film of 10-15 minutes duration highlighting the activities of the CSSRI, Karnal and its adjoining area Hissar etc. and regional research stations situated at Canning Town(W.B), Bharuch(Gujarat) and Lucknow(U.P) as per **Terms & Conditions and Technical Specification** are given below/enclosed/overleaf on or before **26.07.2010** in the name of **Director, Central Soil Salinity Research Institute, Zarifa Farm, Kachwa Road, Karnal-132001(Haryana)**. Quotation must be submitted in a Sealed Envelope.

Yours faithfully

(V.S. Negi)  
Asstt. Admn. Officer

**Encl. As above**

Copy to:

1. OIC, Computer for making publication of quotation invitation letter with technical specification on the Institute web site.
2. Dr. Khajanchi Lal, Chairman quotation/tender opening committee for information.
3. Chairman, Film making Committee for information

Asstt. Admn. Officer

## TERMS & CONDITIONS

1. **PREPARATION OF QUOTATION** : The Quotation documents comprising of the quotation form and the schedule referred to therein are provided herewith. Any form of overwriting or use of more than one ink will disqualify the Bid and such quotations are liable to be ignored. Also, a quotation is liable to be ignored if complete information as required therein is not filled in. Rates should be quoted in words also. Rates have to be quoted separate for each item. The quotation No. and due date should invariably be super subscribed on the envelop cover.
2. **Submission of Proposals:** The proposals shall be submitted in two parts, viz., Technical and Financial and should follow the conditions i.e. Technical and Financial proposals must be submitted in two separate sealed envelopes (**with respective marking in bold letters**). The **first envelope marked Technical proposal** should include the technical specifications. The first envelope should not contain any cost information whatsoever. The second envelope marked FINANCIAL PROPOSAL must also be sealed with sealing wax and should contain the detailed price offer for the various activities. Both the sealed envelopes should again be placed in a bigger sealed cover, which will be received in the office of Director, CSSRI, Karnal upto **12.30 P.M. on 26.07.2010**. The proposals will be opened by the authorized committee constituted by the Director in the presence of quotes or their representative at **2.30 P.M. on 26.07.2010**. A two-stage procedure will be adopted in evaluating the proposals (i) a technical evaluation, which will be carried out prior to opening any financial proposal (ii) a financial evaluation. The quotation found acceptable in technical evaluation will only be considered for financial evaluations. The price envelopes of others will not be considered. At second stage, financial bids of only technically acceptable offers would be opened for further evaluation and ranking before awarding the contract. The prior information in this regard will be given to the qualified quotes only.
3. **PERIOD FOR WHICH THE OFFER WILL REMAIN OPEN/ CONTRACT PERIOD** : As specified in the schedule to quotation the quotation shall remain open for acceptance-upto 60 days from the date of opening. After the acceptance of the offer, the successful firms will have to execute work. The work may be completed within 2 months from the date of issue of order.
4. **EARNEST MONEY:** Each quotation must be accompanied with an **earnest money of Rs.10,000/-** without which no bid shall be considered. Earnest money should be furnished in the form of Bank Draft drawn in favour of the **ICAR Unit, CSSRI, Karnal**. Preferably on the **SBI, Karnal**. Bid Security/EMD of the unsuccessful bidders should be returned to them at the earliest on or before the expiry of the final bid validity.
5. **PEFORMANCE SECURITY:** (i) To ensure due performance of the contract, **performance security is to be obtained from successful bidder equivalent to 5% of the total value of contract by Demand Draft/Fixed Deposit in favour of the ICAR Unit, CSSRI, Karnal.** (ii) Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations. (iii) Bid Security should be refunded to the successful bidder on receipt of performance security. The Institute will pay no interest for the deposit. The supply/work is to be completed in the stipulated period as will be given in the supply/work award letter otherwise will attract penalty clause as in Para 10.

6. **PRICES AND DELIVERY** : The prices quoted must be net per unit, inclusive of all charges. The supplier may charge full Sale Tax/Vat etc. as no form 'C' & 'D' will be issued. The Prices must be quoted as per approved DAVP rates. The list of approved DAVP rates must be made available alongwith the financial bid clearly indicating the deviations, if any. Reasons thereof may be included. No request will be considered on later stage regarding any amendment etc. The successful bidder is to complete the work within 2 months once the order is placed/ after receiving the work award letter. No price variation will be admissible beyond the original scheduled delivery date. The delivery of the material will be made at the destination mentioned in the tender invitation letter and in work award letter.
7. **PAYMENT** : The payment to the supplier/manufacturer (in India) will be made only on bill basis after receiving the material in goods condition after satisfactory installation/commissioning.
8. **Warranty**: The warranty clause should be clear. Any defective goods or to replace or repair by the supplier without charges with similar goods free from defect. Any goods repaired or replaced by the supplier shall be delivered at the buyer's premises without costs to the buyer. **The warranty shall not be less than the period of 12 months from the date of satisfactorily installation/commissioning.**
9. **LATE BIDS**: *Late bids i.e. bids received after the specified date and time of receipt shall not be considered.*
10. **CONDITIONS OF CONTRACT**: The successful bidder/contractor to whom order will be placed has to supply the material within stipulated period given in the terms and conditions for timely delivery of the goods. If any time during the performance of the contract, the supplier encounters conditions hindering timely delivery of the goods, the supplier shall promptly inform the purchaser in writing the fact of the delay and the likely duration of the same. After receipt of supplier's communication., the purchaser shall decide as to whether to cancel the contract for the un-supplied portion after the existing delivery period or to extend the delivery period suitably by issuing an amendment to the contract. If the supplier fails to deliver the goods and / or not perform the services within the contractual delivery period for reasons other than circumstances beyond supplier's control (which will be determined by the purchaser) and the purchaser extends the delivery period, the purchaser will also deduct from the contract price, as liquidated damages, a sum equivalent to 0.5% (half percent) of the delivered price of the delayed goods or unperformed services for each week of delay or part thereof until actual delivery or performance. The maximum limit of such deduction will, however, be 10% (ten percent) of the contract price of the delayed goods or services.

Further, during such delayed period of supply and / or performance, the supplier shall not be entitled to any increase in price and cost, whatsoever, on any ground. However, the purchaser shall be entitled to the benefit of any decrease in price and cost on any ground, whatsoever, of the goods & services, supplied during the period of delay.
11. **REGISTRATION IN DAVP** : The quote must be approved/registered under DAVP, and for proof the authorization certificate/ registration No. must be enclosed.

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12. **Dispute Resolution Mechanism:** If any dispute or difference arises between the purchaser and the supplier relating to any matter connected with the contract, the parties shall make every effort to resolve the same amicably by mutual discussions. However, if the parties fail to resolve the dispute or difference by such mutual discussion within 30 days, either the purchaser or the supplier may give notice to the other party of its intention to refer the same to arbitration. The arbitration shall be conducted by a sole arbitrator, who will be appointed by the Secretary, ICAR and the procedure to be followed in this respect will be as per the Indian Arbitration and conciliation Act 1996. The venue of the arbitration shall be the place from where the contract is issued.
13. **Evaluation of Bids Received:** The Institute shall evaluate, segregate, rank the responsive Bids and select the successful bidder for placement of the contract.
14. **USERS LIST/Technical Competency :** Technical bid must bring out the technical competency of the firm. A list of relevant firms made for various organizations be enclosed for reference. At least three names of the people who might complete the storyline must be included in the Technical bid. One of them would be selected to complete the story.
15. **Bank Name and Account No. may be provided for transfer of payment through Bank**
16. **INCOME TAX :** Photostat copy of the latest income tax clearance certificate and PAN No. may be enclosed.

**Director ,CSSRI, Karnal** reserves the right to cancel any quotation/tender without assigning any reason thereof.

Asstt Administrative Officer

### **Technical specification**

The film would be of 10-15 minutes duration highlighting the activities of the Institute and its regional research stations.

The film would be originally made in English.

The bidder must submit a rough English storyline of the highlights, he wishes to include in the film. The material for this could be obtained from CSSRI website [www.cssri.org](http://www.cssri.org) or from publications of the Institute, some of which are free while some of them are priced. These could be obtained from the library. This would carry sufficient weight while evaluating the technical competence. The storyline of the successful bidder would be seen and suggestions made by the Institute Committee, the bidder would get the storyline re-written and submit a final version for approval. Besides, he would carry out the following activities:

- (i) Research and developing concept, treatment and approaches on the subject of the film.
- (ii) Development of detailed scenario script, storyboard and production plan along with time-schedule, in consultation with the client.
- (iii) Development of a schedule of shooting, in agreement with the client. Details of requirement of shooting on each location should be given well in advance to the client.
- (iv) Actual shooting in accordance with the mutual agreed production plan and shooting schedule.
- (v) Post-production jobs including audio recording, graphics generation/animation as per the storyboard requirement and in consultation with and satisfaction of the client.
- (vi) Editing of film on linear or non-linear mode as per the detailed scenario/storyboard ensuring authenticity and objectivity of the content.

Old photographs and other material would be supplied as per the final storyline.

The rough draft of the film has to be shown to the committee/Director and all improvements/suggestions made by the committee be incorporated.

The bidder while preparing the financial bid must keep into account that the crew might have at least 3 visits to be made one each to Canning (W. Bengal), Bharuch (Gujarat) and Lucknow (U.P.) to cover RRS activities. Besides, 2-3 visits to CSSRI and its adjoining areas including Hissar might be required. The quote may include travel/accommodation staffins, overheads and film reproduction charges separately.

Any other item that a firm would like to highlight in the technical bid must be included as financial bid of those who are considered/found competent would only be opened. No additions would be allowed later at any stage.

A pre-quotation submission meeting of the bidders would be organized on 20.07.2010 at 11.00 A.M in the conference hall. Wherein only those would be called for discussions who have been sent the quotation document or have shown inclination to be considered based upon the advertisement made on CSSRI website. **No separate intimation to attend the meeting would be given unless meeting is postponed due to any unavoidable circumstances**

Personal clarification could be obtained from the chairman/members of the committee on prior appointment.

**Hindi version (Translation) would be made later for which separate rate should be quoted. However, interviews of the officers, if any should be covered both in English and Hindi in one go.**

**All original footage needs to be supplied to the Institute. Three copies in βcam/BVCPRO 50 format with mixed and unmixed audio has to be supplied. 4 copies of DVD also need to be supplied along with.**