

**E-TENDER DOCUMENT FOR DEVELOPMENT OF
CORPORATE VIDEO FOR
NATIONAL CENTRE FOR COASTAL RESEARCH
(NCCR)**

TENDER REF NO.: MoES/NCCR/CORP.VIDEO/ADMIN/4/2019

**GOVERNMENT OF INDIA
MINISTRY OF EARTH SCIENCES
NATIONAL CENTRE FOR COASTAL RESEARCH (NCCR)
CHENNAI, INDIA**

APRIL 2019 (Ver2.0)

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NOTICE INVITING TENDER
E-TENDER NOTICE
TENDER Ref. No. MoES/NCCR/CORP.VIDEO/ADMIN/4/2019

On behalf of Hon'ble President of India, the National Centre for Coastal Research (NCCR), Ministry of Earth Sciences, Govt. of India, NIOT Campus, Pallikaranai, Chennai-600100 invites E-Procurement Tender (Online Tender through website <https://eprocure.gov.in/eprocure/app>) in two bid system from qualified firms for the requirement of following work/service.

S.No.	Particulars	Quantity
1.	Development of Corporate Video for NCCR	*****

Interested bidders may submit their quotation online on <https://eprocure.gov.in/eprocure/app> within the stipulated date & time mentioned in tender document available at the websites <http://eprocure.gov.in/eprocure/app> & <https://www.nccr.gov.in>. Bidders are requested to follow the instructions carefully as per the tender document and instructions available in the above said websites.

Any corrigendum / addendum regarding this tender will be placed ONLY in the above said websites.

Director
NCCR

DISCLAIMER

1. Though adequate care has been taken while preparing the E-Tender Document, the Bidders shall satisfy themselves that the document is complete in all respects. Intimation of any discrepancy shall be given to this office immediately through email nccr@nccr.gov.in. If no intimation is received from any bidder within ten (10) days from the date of publication of Tender Document / Issue of the Tender Document, it shall be considered that the Tender Document is complete in all respects.
2. NCCR reserves the right to modify, amend or supplement this Tender Document.
3. While this Tender Document has been prepared in good faith, neither NCCR nor their employees or advisors make any representation or warranty, express or implied, or accept any responsibility or liability, whatsoever, in respect of any statements or omissions herein, or the accuracy, completeness or reliability of information, and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this Tender Document, even if any loss or damage is caused by any act or omission on their part.

Place: Chennai

Date: 23.04.2019

Tender Reference No.: MoES/NCCR/CORP.VIDEO/ADMIN/4/2019

TENDATIVE SCHEDULE TO TENDER

(Please refer CPP Portal for critical dates)

1	Tender Reference No.	:	MoES/NCCR/CORP.VIDEO/ADMIN/4/2019
2	Name of Organisation	:	National Centre for Coastal Research(NCCR)
3	Type of Tender	:	OPEN – E-Tender
4	Mode of Tender	:	Two cover – Technical and Financial
5	Description of the Item	:	Development of Corporate Video for NCCR
6	Quantity	:	***
7	Date of Issue / Publishing	:	23.04.2019
8	Document Download/ Sale Start Date	:	23.04.2019
9	Document Download/ Sale End Date	:	14.05.2019 (17:00 hrs Indian standard time)
10	Clarification Start Date	:	23.04.2019
11	Clarification End Date	:	14.05.2019 (17:00 hrs Indian standard time)
12	Last Date and Time for ONLINE uploading of Bids	:	15.05.2019 (15:00 hrs Indian standard time)
13	Date and Time of opening of Bids	:	15.05.2019 at 16:00 hrs, India standard time OR Later
14	Date and Time of pre – bid meeting	:	30.04.2019 at 11:00 hrs, India standard time at NCCR, Pallikaranai, Chennai-100
15	Mode of submission of bids	:	Online through Central Public Procurement Portal. https://eprocure.gov.in/eprocure/app
16	Manual submission of Technical bid	:	14.05.2019 on or before 15:00 hrs Indian standard time (One day before online due date submission)
17	Tender document fee	:	NIL
18	EMD	:	Rs.30000/- as defined in Clause 14 of Section- I of this Tender document and will be valid for 90 days from the date of opening of Tender.
19	Validity of offer	:	3 years from the date of opening of tender/award of contract under rate contract basis.
20	Address for communication	:	The Director, National Centre for Coastal Research (NCCR), 2 nd Floor, NIOT Campus, Pallikaranai, Chennai-600100
21	Contact Person	:	S.Kumar NCCR, 2 nd Floor, NIOT Campus, Pallikaranai, Chennai – 600100 Tel:044-667873599 email id: nccr@nccr.gov.in kum63@nccr.gov.in

SECTION I

INSTRUCTIONS TO BIDDERS

1. National Centre for Coastal Research (NCCR), Ministry of Earth Sciences invites **Online E-tender** from eligible and qualified bidders for undertaking the production of corporate video for NCCR, as per the scope of work under rate contract basis for 3 years.
2. The storyline for the video production could contain brief about NCCR, its functions/ mandate, vision and mission, activities under four major groups, viz., Coastal Processes & Hazards, Coastal Water Quality, Coastal Habitats & Ecosystems, Capacity building & Training and its field activities on and off NCCR campus at Chennai and at Ennore, Gulf of Mannar and any locations along coastline of India. The purpose of the video is to provide extensive publicity of the project activities being implemented by NCCR to the science community and to the public.
3. The Tender document can be downloaded free of cost from the tender page of NCCR website, viz., <https://www.nccr.gov.in> and the CPP Portal <https://eprocure.gov.in/app> from the date mentioned in the Schedule to Tender page of this document. The both technical & price bid shall be submitted through **ONLINE CPP portal** and the hardcopy (offline) technical bid shall also be submitted to NCCR.
4. Prospective Bidders interested to participate in the bidding process are requested to submit their competitive bids along with a refundable Earnest Money Deposit (EMD), as mentioned in Schedule to Tender page. Bidding Company will be eligible to participate in the bidding process only on submission of EMD.
5. The bids submitted without EMD shall not be considered for the bidding and such bids shall be summarily rejected.
6. It may be noted that NCCR will not pay any amount / expenses / charges / fees / traveling expenses / boarding expenses / lodging expenses/ conveyance expenses / out of pocket expenses, regardless of the conduct or outcome of the Tendering process.
7. All offers should be in prescribed format written in English only. All correspondence should be made only with the tender inviting authority. The invitation to participation

for this tender is **OPEN** to all eligible bidders, who meet eligibility criteria as specified in the tender document.

8. Eligibility Condition:-The submitted tenders will be scrutinized to determine whether they are complete in all respects and meet the essential and important requirements, conditions, etc., as prescribed in the Tender document. The tender which do not meet the following basic requirements, will be treated as non-responsive and it will be summarily rejected.

- i) All the relevant documents should be signed by the authorized representative of the firm, where ever necessary.
- ii) Tender should be complete with regard to accepting all terms and conditions of tender.
- iii) All the requisite supporting documents for the proof of the claim should be submitted as per tender document.

Under the following circumstances, the bid will be summarily rejected.

- iv) Tender validity is shorter than required period.
- v) Required EMD (amount, mode, validity, etc.) have not been provided as per detail, before the technical bid opening due date.
- vi) 100% subsidiary firm of foreign company in India bid through another Indian Agent.
- vii) The bid offered is not meeting the tender enquiry specification / scope of work and terms & conditions and specifying any extra conditional terms in the bid.
- viii) Bidder has not agreed to other condition(s), especially the terms of payments, etc.
- ix) Poor/unsatisfactory past performance of the bidder / firm.
- x) Bidders who stand de-registered by DGS&D / banned / blacklisted by any government authority.

9. Qualification criteria (Bidders should submit necessary supporting documents to establish the proof for the following qualification criteria)

- (i) The bidder's firm should be a registered company, registered under the Indian Companies Act 1956/2013 or firm. Partnerships or Joint Ventures & Consortiums are not allowed to participate in the bid.

(ii) The bidder must have completed at least 3 years of operation in the field of video production such as development of corporate video / short film / documentary film.

(iii) Net worth for the last financial year (2017-2018) should be positive and turnover should be minimum Rs.25lakhs for any one of the Financial Years 2016-17, 2017-18.

(iv) The bidder should have an established setup in India and product development Center/branch office in Chennai, where the contract activities of this tender will be carried out. Bids from Partnership firms, Joint ventures or consortium and other types of setup will not be acceptable in this regard.

(v) The bidder should have successfully executed at least three projects of similar nature (development of corporate video / short film / documentary film) in the past five years, out of which at least one project of similar nature (development of corporate video / promo/ short film / documentary film / public awareness film) for any Government organisation / Autonomous body / PSUs during the period March2014 to March 2019.

(vi) The firm should have Service Tax, PAN / TIN registration and should be income tax assessed.

The Bidders should provide the copies of the relevant supporting documents for the above as proof for fulfilling the above conditions.

10. Documents Required for Qualification Criteria

The documents required for the qualification criteria are listed below. The bidders are advised to examine the various conditions and submit necessary documents accordingly. In case of non-submission of any of the desired information, bidders may not be qualified for which NCCR reserves its right to reject the bid.

(a) Earnest Money Deposit (EMD) as per detail given below.

(b) Copy of Certification of Incorporation (or) company registration certificate.

(c) Copies of GST and PAN registration.

(d) Self-attested copies of work orders of at least three (maximum 5) clients out of which 1 from Government organisations and their respective project completion certificates issued by clients for similar works/projects during last 5 years (March 2014 to March2019)

(e) CA certified copy of balance sheet or bank's report for the last two financial years i.e. FY2016-17 and 2017-18.

(f) Contact details of the registered office and product development centre in Chennai.

(g) Compliance with the minimum eligibility criteria mentioned above should be indicated item-wise with the page number of the technical bid document as per

Appendix 2.

(h) NCCR reserves the right to verify/confirm all original documentary evidence submitted by the bidder in support of above mentioned clauses of eligibility criteria.

(i) Bidders qualified after Technical evaluation shall be notified of financial bid opening date & time through the CPP website.

(j) Bidder should quote the prices in the given format BOQ_XXXX in excel sheet and it should be uploaded / submitted through **online in CPP Portal**.

(k) Since NCCR being Government organization, no advance payment will be made. Every attempt will be made to make payment within 30 days from the date of receipt of bill/acceptance of service, whichever is later.

(l) NCCR reserves the right to cancel / withdraw the bid without assigning any reasons for such decision. NCCR also reserves the right to award to any bidder or cancel the orders issued to any bidder without assigning any reason thereof. Such decision will not incur any liability whatsoever on the part of NCCR consequently.

(m) **PRICE BID in BOQ_XXXX format should be downloaded and submitted ONLINE ONLY thru CPP portal and no other mode of submission of price bid is acceptable and they will be rejected.**

(p) Tender document is non-transferable.

11. All the supporting documents as called for in the tender conditions, should be duly filled (wherever necessary along with necessary copies / documents for proof) and signed in and are SACROSANCT and scanned copy of the same should be uploaded online mode for considering any offer as complete offer. All the Bidders are requested to go through every detail of the tender carefully and provide all requisite details and documents / certificate, and tender documents duly complete in all respects and digitally sign and upload the required bid documents one by one as indicated. Bidders to note that the very act of using Digital Signature Certificate (DSC) for downloading the bids and uploading their offers shall be deemed to be a confirmation that they

have read all sections and pages of the bid document including General conditions of contract without any exception and have understood the entire document and are clear about the requirements of the tender requirements.

12. All contracts shall be entered and acting through its designated authority. Wherever not so specified, the contractual obligations will be governed by the Indian Contract Law as may be applicable.

13. NCCR reserves the right to cancel / reject entire tender process without assigning any reason.

14. EARNEST MONEY

(a) The **Earnest Money Deposit (EMD) of Rs.30,000/-** should be submitted in the form of Banker's cheque OR Demand Draft, drawn in any scheduled / Nationalized bank in favour of **Pay & Accounts Officer, IMD, payable at Chennai** and it should be submitted on or before the due date of Technical bid opening during office working hours as a part of technical bid. Scanned copy of such document must be attached online along with the technical bid documents, failing which tender document will be rejected. The earnest money shall bear no interest.

15. TWO BID SYSTEM

The bidding methodology adopted for this work shall be single stage Two cover system i.e. **The Bidders shall submit their bids (Technical Bid in sealed envelope by offline (manual-hardcopy) submission and both technical and financial bids by ONLINE** in line with this tender document. No bids shall be accepted after the due date and time mentioned in the tender. Date of opening of financial bids shall be notified by CPP website after short listing of eligible Bidders based on Technical bid evaluation by a technical evaluation committee.

A. TECHNICAL BID: The bidder should submit the scanned copy for online submission and the same original hard copy of all the following documents as part of the Technical Bid. The original EMD instrument and copies of necessary supporting documents of technical bid should be submitted by offline (manual) submission to NCCR (Contact person Mr.S.Kumar, Tel: 044-66783599), One day before the due date of Technical bid opening, during NCCR working hours. The cover containing the technical bid documents (hard copy) should be superscripted by "**Tender Ref No: MoES/NCCR/Corp.Video/Admin/4/2019, Part-I Technical BID for development of Corporate Video**".

The Technical bid should contain the following details in the same order:

- (i) Duly completed Tender Acceptance Letter **as per Appendix – 1**(original by online and scanned copy by (offline)manual submission)
- (ii) Duly completed check list as per Appendix – 2 (original by online and scanned copy by manual submission)
- (iii) Scanned copy of registration certificate by online and copy of the same by manual submission should be provided.
- (iv) Scanned copy of balance sheet or bank's report for the last two financial years i.e. FY2016-17 and 2017-18 (online and offline)
- (v) The contact details (name of the person, postal address, contact numbers and email id) of the Chennai centre should be provided in bidder's letter head and it will be included in online and manual submission.
- (vi) The bidder should have successfully executed at least three projects of similar nature (web based application/software development) in the past five years, out of which at least two projects of similar nature (web design and development) for a Government Ministry or autonomous body or PSUs. work completion certificates and copies of work orders from their clients should be provided for both online and manual submission.
- (vii) The firm should have Service Tax / GST, PAN, TIN registration and copies of the above registration should be provided for both online and manual submission.
- (viii) Original EMD fee instrument as per detail (manual submission)
- (ix) Scanned copy of EMD fee instrument (online submission) and manual)
- (x) Any other relevant document / certificate which are required to be submitted by the firm in line with the tender requirement.

Manual submission of technical bid documents along with the relevant documents should be submitted to NCCR, 1 day before the due date of online e-tender submission (i.e on or before 14.05.2019, 15:00 hrs Indian standard time).

B. PRICE BID should comprise the following:

- i) Bidders shall quote only in Indian Rupees as per BOQ_XXXX excel file format, which can be downloaded by bidder along with tender document from CPP portal and after filling the price details it should be uploaded / submitted through **ONLINE only**.

ii) Tenders, where prices are quoted in any other way shall be treated as non-responsive and rejected.

16. BID EVALUATION

The bids, which are determined as substantially responsive, shall be evaluated by NCCR for technical compliance and then price aspects. The bidder must submit all necessary authentic data with necessary supporting documents for the technical evaluation criteria **as per section I clause 10 of this** Tender Document, failing which, the tender is liable to be rejected. The incomplete bids will not be considered and the bids of only those bidders should be accepted for technical evaluation, who fulfill the basic eligibility criteria. The acceptance of bids for the next round will be on the basis of :

A. Preliminary Evaluation : All the received bids will be evaluated by a committee appointed by NCCR for checking the documents related to all the qualification criteria (as per Section I clause 9 of this tender document). The committee will prepare a list of all eligible bidders / firms and will recommend their name for technical presentation in power point. The date and time of presentation will be intimated to the qualified bidders well in advance and the presentation (max.18 minutes) should include details on 1) Company profile, experience of firm and the creative head/team leader, 2) sample corporate video / documentary film of maximum 10 minutes duration developed by bidder for their client, 3) Proposed plan for development of NCCR corporate video. The marking system of the evaluation can be seen in the following table.

S.No	Description	Points
1	Firm's existence in Years (max 5 years and one point for each year)	5 points
2	Experience of bidder in making of corporate video / documentary film (Maximum 5 work orders and among them at least one order from Govt organisations during last five years)	(5x1) + (1x10) points
3	Sample video presentation of similar nature of NCCR requirement with max. duration of 8 minutes brought it in USB drive and be	25 points

	Windows compatible.	
4	<p>Presentation of the proposed methodology & work plan pertaining to the proposed assignment :</p> <p>i) Overall understanding of NCCR's requirement (Maximum 10 points)</p> <p>ii) Proposed tools / equipment / format & technologies / deliverables to be used / provided (Maximum 10 points)</p> <p>iii) Proposed time schedule to complete the work (5 points)</p> <p>iv) Number of persons in the Team (maximum 5 points for 5 members)</p>	30 points

The bidders who score a minimum of 65 marks in technical evaluation (preliminary evaluation and presentation) out of 75 marks will qualify in the technical evaluation. However, NCCR has the right to determine the qualifying score at the time of technical tender evaluation.

B. Financial Bid Evaluation: The financial bids of the technically qualified bidders, who have scored the qualifying score and above will be evaluated as per following formula:

(i) The bidder with lowest financial bid (L1) will be awarded 100% score. The financial scores of bidders other than L1 bidder will be evaluated using following formula:

Financial score of a bidder (except L1 Bidder) = $\{(Financial\ bid\ value\ of\ L1 / Financial\ bid\ value\ of\ bidder) \times 100\}$ (adjusted to two decimals)

C. Joint Evaluation of Technical & Financial Bids: The following is the procedure for evaluation as applicable to technically qualified bids. The technical and financial scores secured by each bidder will be added with weightage of 60:40 respectively and a Composite Bid Score (CBS) arrived at, using the formula: Composite Bid Score (CBS) = $S(T) \times 0.60 + S(F) \times 0.40$, where S(T) is technical bid score and S(F) is financial bid score. The combined highest scorer (with two decimal places) will be the successful bidder / contractor for this tender. The committee will recommend the

successful bidder / contractor to the competent authority for placing order with the successful bidder.

17. Other Instructions: Any change in Address/ Telephone/ Fax/ e-mail of bidder should be immediately informed to NCCR. The state of non-communication or non-responsive by the firm will make the offer liable for rejection.

18. Clarification regarding contents of the bids:

18.1 During the course of evaluation process, the contracting authority, shall at its discretion, ask the bidder for clarifications or confirmation on various aspects with reference to shortcomings or deficiencies so noticed in their bids. The request for such clarification or confirmations shall be given in writing to which the bidder will be required to send in their response within the time frame so prescribed in such written communications. The clarifications/ confirmations shall be called only in respect of general conditions or requirements of the tender enquiry documents and not on any aspect pertaining to prices or other essential requirements of tender schedule and if the bidder is failing to clarify the queries, their bid may be rejected on the basis of incomplete quotation.

18.2 A prospective Bidder requiring any clarification of the Bid documents may raise his point of clarification through Bid Management window after successfully logging to the e-procurement website <https://eprocure.gov.in/eprocure/app>. The bidder may seek clarification by posting query in the relevant window after clicking "Seek Clarification" option in the view tender details window for tender which can be selected through my tender option of bid submission menu. The clarification will be replied back by the tendering Authority through the e-procurement website which can be read by the bidder through the "Clarification" option under Bid Submission menu. The tendering authority may also respond to clarifications raised by the prospective bidders on e-mail address nccr@nccr.gov.in or the bidder may also write to The Director, NCCR for seeking clarifications by mentioning the tender reference details.

19. Any dispute relating to purchase of goods between NCCR and Bidder shall be subjected to the jurisdiction of a court of law situated in Chennai, Tamil Nadu.

20. No post bid clarification or alteration or modification on the initiative of the bidder will be entertained.

21. Integrity pact / Rejection of bids – If the bidders do not agree with the terms and conditions of tender, their offer will be summarily rejected. Contract with

successful bidders will also be cancelled if they do not fulfill the terms and conditions of the contract or till contractual obligation period and their Earnest Money Deposit and Performance Security Deposit (if any) will be forfeited. Canvassing by the bidder in any form, unsolicited letter/communications and post tender corrections would invoke rejection of tender with forfeiture of EMD.

22. Modifications and withdrawal of bids – A bidder may modify or withdraw his bid online after submission but prior to final date of submission of tenders/date of opening of tenders. In case a supplier modifies or amends a bid already submitted online, the latest version of the bid will be accepted.

23. Tender Updates - For any change in terms and condition of this tender / tender specification, changes of due dates through corrigendum, the Bidders are requested to visit the websites <https://www.nccr.gov.in> & Central Public Procurement Portal (CPP) <https://eprocure.gov.in/eprocure/app>

SECTION II

SPECIAL INSTRUCTIONS FOR ONLINE BID SUBMISSION

1) The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

2) More information useful for submitting online bids on the CPP Portal may be obtained at <https://eprocure.gov.in/eprocure/app>

3) REGISTRATION : Bidders are requested to enroll on the E-Procurement module of the Central Public Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link "**Online bidder Enrollment**" on the CPP Portal which is free of charge.

4) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.

5) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.

6) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode/ eMudhra etc.), with their profile.

7) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.

8) Bidder then logs in to the site through the secured log-in by entering their user ID/ password and the password of the DSC / e-Token.

9) SEARCHING FOR TENDER DOCUMENTS : There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for

tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.

10) **For searching the Tenders floated by NCCR in the CPP portal**, bidders are requested to select "Search by Organisation" and find out the **Integrated Coastal and Marine Mgmt Project Dirte** in the organisation name column and then click on the respective Tender count number.

11) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

12) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

13) PREPARATION OF BIDS: Bidder should take into account any corrigendum published on the tender document before submitting their bids.

14) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

15) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

16) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be

directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

17) SUBMISSION OF BIDS : Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

18) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.

19) Bidders should submit the EMD & Tender Fee as per the instructions specified in the tender document. The original instrument should be posted/couriered/ given in person to the Tender Processing Section at the above address, latest by the last date of bid submission. The detail of the Demand Draft / any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.

20) A standard Price Schedule format (BOQ) has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BOQ file, open it and complete the Light Blue colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.

21) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.

22) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket

Layer 128-bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys.

23) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.

24) Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.

25) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

26) ASSISTANCE TO BIDDERS :Any enquiries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.

27) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal helpdesk. The contact number for the helpdesk is 1800 233 7315 OR use other numbers mentioned in the CPP website.

SECTION III

SCOPE OF WORK

1. Price

The price and rates quoted/indicated shall include cost of conceptualization, copyright if any, shooting (including camera, lighting & musical arrangement, sound, etc. if any), Editing, final recording, supply of source files in appropriate format (.mov) & supply of final digital video in a suitable storage device, preferably in DVD with cover, etc., and all incidental charges to cover shooting. The GST and other taxes/levies to be imposed on the rate shall be included in the final rate and in the event of any changes in the statutory taxes and duties, the rates applicable at the time of payment shall be made by the competent authority of the NCCR, against submission of supporting documentary evidence. **The rates quoted shall be firm and fixed for a period of 3 (Three) years from the date of award of the contract order** and no escalation of rate on any ground whatsoever shall be applicable.

2. The contractor shall submit the following documents within 07 (seven) days from the date of award of contract.

a) Duplicate copy of the contract order duly signed and stamped as a token of acceptance of the order.

b) Security Deposit as detailed in clause No.10 of this section.

3. Time of Completion:

Time is the essence of the tender. The time frame for the present work shall be **30 (Thirty) days** from the date of award of contract **and for the updates / further works, the contract will be operated under rate contract mode with sufficient timeframe**. The details of different stages of completion of work are as follows:

i). Preparation of the story boarding & script, based on the technical concept guideline will be provided by NCCR, shall be completed within 10 days from the date of receipt of order.

ii). Arrangements for shooting which includes camera, light, musical arrangement, sound, etc. shall be completed within 14 days from the date of receipt of work order.

iii). Editing (made in digital non-linear set up with graphic and animation

workstation in addition to suitable music and narration complete) and delivery shall be completed within 30 days from the date of receipt of order after obtaining approval at different stages of work, as detailed in clause No.5. The final cut will be delivered within 30 days from the receipt of order. For non-compliance of any of the above terms and non-delivery of the tendered item complete in all respects, without any genuine reason, within the above stipulated period, NCCR shall either cancel the order or impose penalty as detailed in clause no. 4. At any stage, during the execution of the film development, if it is felt that the agency is not coming up to expected quality (despite opportunity and guidance provided by NCCR), NCCR reserves the right to cancel the order and no payment will be made under such condition. Decision of NCCR in this regard shall be final and binding on the contractor. These are all applicable to the particular work orders and not for the contract order.

4. Penalty Clause: The contractor shall strictly observe the time allowed for carrying out the job as detailed in clause No.3. The job shall, throughout the stipulated period of the order be proceeded with all the diligence (time being deemed to be the essence of the order) and the contractor shall pay to NCCR, an amount equal to 2% of the total order value for every week that the delivery may remain incomplete as per delivery schedule as stipulated in clause no.3, subject to a maximum compensation of 10% of the total order value and after that period, appropriate action will be taken by NCCR, as it will deem fit.

NCCR may extend the time of delivery of the tendered job at its discretion on the application of the contractor for such purpose provided that it considers the reasons for such extension as good, sufficient and acceptable.

5. Scope of work:

Production of Corporate Video in English, Hindi & Tamil (dubbing required for both Hindi & Tamil), in digital format, of 10-15 minutes duration. Resolution of the videos are of the following format:-

i). FHD Format: 1920x1080

ii). 4K: 3840x2160

The Agencies/ Bidders must quote production charges including all charges for the following:

a. Pre-production, shooting and editing, post production recording music and

professional voiceover.

b. The Bidder's production team will be totally responsible for required infrastructure to shoot the video besides, processing, hiring of camera & lights, other equipment, studio hiring, make-up, location / site selection and procuring all the necessary permission for shoot, catering, transportation, etc. in case of outdoor shooting. The location details of outdoor shooting will be provided to the contractor by NCCR well in advance and the indoor shooting will be at NCCR, NIOT Campus, Chennai.

c. Agency/Bidder will be responsible for hiring the crew including Cameraman and other technical & production team - helper, Lighting crew, etc.

d. Agency/Bidder will be responsible to meet the post-production charges such as: Studio hire for editing charges, Motion graphics Animation charges, Music composition and voiceover charges (English, Hindi and Tamil) and any other related charges.

e. Responsible for travel, boarding and lodging for the entire production team and technical crew at both the locations, namely, NCCR campus and outdoor.

f. Raw stock of the footage is the property of NCCR and the same is required to be handed over to NCCR in the delivery format (.MOV).

g. Necessary permissions for shooting, wherever required will be provided by NCCR.

h. **Story Boarding & Script:** The contractor shall prepare the corporate video, based on the concept to be discussed with NCCR such as

i). Concept Creation

ii). Visual Storyboard & Art work

iii). Voiceover for English, Hindi and Tamil languages (dubbing for Hindi & Tamil)

iv). Location shoot direction including interviews (if required)

v). DOP, Camera Equipment, Lighting

vi). Motion graphics and VFX

vii). Film editing

viii). Buying of Royalty, Free Stock Footage, Images if any,

However, the basic script in English will be prepared and provided by NCCR to the contractor within 10 days from the award of contract. If there is any modification required in the script, contractor can suggest NCCR and if found suitable, the modification can be adopted.

i) **Shooting:** The contractor will make all his arrangements for shooting. This includes camera, light, sound, drone camera (if required) and other equipment. The

list of shooting locations will be provided by NCCR in advance for proper scheduling of the shooting by the contractor. The suitable power supply will be provided by NCCR (inside the campus and its field stations) and suitable arrangement should be arranged by contractor for outdoor locations. The tentative outdoor shooting locations shall be Chennai/Ennore, Gulf of Mannar (for the present work) and any location along coastline of India under Rate Contract.

Apart from the new shooting of video, NCCR will provide some archival video and they should also be incorporated suitably.

j) **Animation:** The video film shall include 2D/ 3D / Panoramic / Birds eye view of NCCR activities, its field stations, operations and its facilities with duly approved professional voiceover.

k) **Editing:** Editing is to be done in digital non-linear set up with graphics and animation workstation in addition to music and narration. Use of special effects shall be done in the video wherever required. Re-editing may be required if the editing made by the contractor is found unsatisfactory to NCCR.

The listed scope of work is indicative only and the contractor may discuss further details with NCCR for developing the video.

6. **Inspection:** The contractor shall arrange for inspection of the job by the competent authorities of NCCR on every stage of work as detailed in Clause No.3. Inspection may also be made at any time during the process of development of the film, if felt necessary by the competent authorities of NCCR. Any defect pointed out/ modification suggested during such inspections has to be promptly rectified/ incorporated to ensure desired quality of work. It would be mandatory on the part of the contractor to arrange inspection and obtain approval at every stage of the work, failing which action shall be taken as will be deemed fit by NCCR. The decision of NCCR in this regard shall be final and binding on the contractor.

7. **Payment Terms:** No advance payment shall be made by NCCR under any circumstances. Payment shall be released after satisfactory completion and acceptance of the entire job. The payment will be made within 30 (thirty) days from the date of receipt of Tax Invoice duly supported by receipted challan and satisfactory inspection/work completion certificate issued by the competent authority of NCCR.

8. **Copyright:** The developed video will be the sole property of NCCR. The contractor

under no circumstances will sell, lease, use, lend or donate the videos, wholly or partly, to any other client.

9. In case, the contractor refuses to accept the offer after finalization or does not comply with the Clause No.2 within 07 (Seven) days from the date of placement of the order as per the finalized and accepted terms and conditions, the order shall be cancelled forthwith without any further reference and the EMD will be forfeited.

10. **Security Deposit:** The successful contractor shall deposit 10% of the total amount of work order, as refundable security deposit, after adjusting the EMD already deposited with this NIT, after getting the confirmed FIRST order and before the commencement of work. The security deposit shall be refunded to the contractor 2 months after the contract period.

11. Every effort should be made to complete the work by the successful bidder within the specified time schedule. In case, the contractor fails to comply with Clause No.3 i.e., the specified time schedule as per the finalized and accepted terms and conditions, NCCR shall have the rights to either impose penalty clause or cancel the order/contract forfeiting the EMD. The decision of NCCR in this regard shall be final and binding on the contractor.

12. Bad quality will not be accepted and if carried out is liable to be rejected and should be rectified by the contractor at his cost as per specifications and directions given by the authorized representatives of NCCR. The decision of NCCR, as to items of bad quality and proper rectification, will be final and binding on the contractors.

13. Any ambiguity in the specification / scope of work is detected; it shall be promptly brought to the notice to NCCR for clarifications. The contractor without written approval/permission of NCCR shall make no deviation from the approved specifications / scope of work.

14. The contractor shall submit necessary trade and other licenses as may be required to carry on the tendered job and shall also be responsible for compliance at his/her own cost of all rules and regulations, enforced from time to time by the appropriate authorities.

15. The contractor shall not under any circumstances whatsoever transfer wholly or partly the contract/agreement/Purchase Order to any other person(s)/firm/company or assign the agreement or benefits of this agreement to any other party for any reason whatsoever. Otherwise the order/ agreement will automatically stand

cancelled.

16. The authorities of NCCR, reserve the right to amend, alter or modify the terms and conditions mentioned above, if necessary, from time to time and also cancel the tender without assigning any reason.

17. Income Tax and Work Contract Tax shall be deducted at source, if applicable, from each bill/claim of firm as per prevailing Government rules.

18. Incomplete offers shall be rejected straightway without any reference.

19. Bidder must have valid TIN/PAN and GST Registration number and attach a documentary proof with the Tender.

20. The agency shall take care of all statutory obligations as are required under the Contract Labour Regulation Act, etc.

21. The offer shall be valid for a minimum period of 3 months from the date of opening of the tender.

22. The agencies participating in the tender and bidding, may obtain on specific request, details about the outcome of the tender and other related details, if any.

23. All disputes and differences between the contractor and NCCR of any kind, except quality of workmanship and materials, whatever arising out of or in connection with the order on carrying out of the work (whether during the progress of the work or after their completion and whether before or after the determination, abandonment or breach of the terms and conditions of the order) shall be referred to the sole arbitration of a person nominated by the Director General, National Council of Science Museums, whose decision in this regard will be final and binding on both the parties – the contractor and NCCR.

SECTION IV

GENERAL CONDITIONS

1. Application

These General Conditions shall apply to the extent that they are not superseded by provisions in other parts of the Contract.

2. Language of Bid

The Bid prepared by the Bidder, as well as all correspondence and documents relating to the Bid exchanged by the Bidder and NCCR, shall be written in English language.

3. Performance security shall be forfeited by NCCR in the event of successful bidders failure to complete their obligations under the Contract or breach of contract conditions. This may be in addition to the application of Penalties which NCCR may recover.

4. Payments shall be made in Indian Rupees promptly by NCCR to the contractor subject to verification, acceptance and approval by NCCR through ECS.

5. Taxes, if any, as applicable shall be deducted at source from all the payments made to the successful bidder.

6. Assignment: The successful bidder shall not assign, in whole or in part, its obligations to perform under the Contract, except with NCCR's prior written consent.

7. Force Majeure

7.1 Notwithstanding the provisions of tender, the Successful Bidder shall not be liable for forfeiture of its performance security, EMD Penalties or termination for default, if and to the extent that, its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

7.2 For purpose of this clause, "Force majeure" means an event beyond the control of the Successful Bidder and not involving the Successful Bidder's fault or negligence and not foreseeable, either in its sovereign or contractual capacity. Such events may include but are not restricted to Acts of God, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes etc. Whether a "Force majeure" situation exists or not, shall be decided by NCCR and its decision shall be final and binding on the Successful Bidder and all other concerned.

7.3 In the event that the Successful Bidder is not able to perform his

obligations under this contract on account of force majeure, he will be relieved of his obligations during the force majeure period. In the event that such force majeure extends beyond six months, NCCR has the right to terminate the contract in which case, the contractual guarantees and warranties shall be refunded to him.

7.4 If a force majeure situation arises, the Successful Bidder shall notify NCCR in writing promptly, not later than 14 days from the date such situation arises. The Successful Bidder shall notify NCCR not later than 3 days of cessation of force majeure conditions. After examining the cases, NCCR shall decide and grant suitable additional time for the completion of the Work, if required.

8. Termination for Insolvency

NCCR may at any time terminate the Contract by giving written notice to the Successful Bidder, if the Successful Bidder becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the Successful Bidder, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to NCCR.

9. Termination for Convenience

NCCR, by written notice sent to the Successful Bidder, may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for NCCR's convenience, the extent to which performance of the Successful Bidder under the Contract is terminated, and the date upon which such termination becomes effective.

10. Successful Bidder's Integrity

The Successful Bidder is responsible for and obliged to conduct all contracted activities in accordance with the Contract using state-of-the-art methods and economic principles and exercising all means available to achieve the performance specified in the Contract.

11. Successful Bidder's Obligations

The Successful Bidder is obliged to work closely with scientists / staff members of NCCR, act within its own authority and abide by directives issued by NCCR. The Successful Bidder will abide by the statutory norms/Govt. rules prevalent in India and will free NCCR from all demands or responsibilities the cause of which is the Successful Bidder's negligence. The Successful Bidder will pay all

indemnities arising from such incidents and will not hold NCCR responsible or obligated.

12. The Successful Bidder will treat as confidential all data and information about NCCR, obtained in the execution of his responsibilities, in strict confidence and will not reveal such information to any other party without the prior written approval of NCCR.

13. Settlement of Disputes

14.1 If any dispute of any kind whatsoever shall arise between NCCR and Successful Bidder in connection with or arising out of the contract including without prejudice to the generality of the foregoing, any question regarding the existence, validity or termination, the parties shall seek to resolve any such dispute or difference by mutual consultation.

13.2 If the parties fail to resolve, such a dispute or difference by mutual consent, within 45 days of its arising, then the dispute shall be referred by either party by giving notice to the other party of its intention to commence arbitration as hereafter provided, as to the matter in dispute, & no arbitration may be commenced unless such notice is given. Any dispute in respect of which a notice of intention to commence arbitration has been given.

13.3 In the event of any question dispute or difference whatsoever arising under this contract or in connection therewith including any question relating to existence, meaning and interpretation of this contract or any alleged breach thereof, the same shall be referred to the Sole Arbitrator, the Director, NCCR or to a person appointed by him for the purpose. The arbitration shall be conducted in accordance with the provision of the Indian Arbitration and Conciliation Act, 1996.

14. Governing Language

The contract shall be written in English language, English language version of the Contract shall govern its interpretation. All correspondence and other documents pertaining to the Contract which are exchanged by the parties shall be written in the same language.

15. Applicable Law

The Contract shall be interpreted in accordance with the laws of the Union of India.

16. Taxes and Duties

Except as otherwise specifically provided in the Contract, the Successful Bidder shall bear & pay all taxes, duties, levies and charges including service tax if applicable in connection with the completion of the contract. Any taxes & duties shall be to the Successful Bidder's account and no separate claim in this regard will be entertained by NCCR.

17. Statutory Acts

17.1. All legal formalities are to be obtained prior to and or during the commencement of work by the Successful Bidder for the successful execution of the said Work.

17.2. The Successful Bidder shall comply with the all the Acts & rules and regulations, laws and by-laws framed by State/ Central Government/ organization. NCCR shall have no liabilities in this regard.

18. Compliance of Govt. Regulations

The Successful Bidder should execute and deliver such documents as may be needed by NCCR in evidence of compliance of all laws, rules and regulations required for reference. Any liability arising out of contravention of any of the laws on executing this order shall be the sole responsibility of the Successful Bidder and NCCR shall not be responsible in any manner whatsoever.

19. Successful Bidder's Liability

Successful Bidder hereby accepts full responsibility and indemnifies NCCR and shall hold NCCR harmless from all acts of omissions and commissions on the part of the Successful Bidder, his agents, his sub contactors and employees in execution of the work. The Successful Bidder also agrees to defend and hereby undertakes to indemnify NCCR and also hold him harmless from any and all claims arising out of or in connection with the performance of the work under the Notification of Award.

20. Indemnity Damages and Insurance

The bidder shall indemnify and make harmless the owner or the Officer, their agents or employees from and against all losses and all claims, demands, payments, suits, actions, recoveries and judgments of every nature and description brought or recovered against him or the owner by reason or any act or commission of the said bidder, his agents or employees in the execution of the

work.

21. IPR

The entire movie / video developed under this contract shall be property item of NCCR and it will not under any circumstance be commercially distributed or exploited by the contractor in direct or modified form.

22. PATENT AND OTHER INDUSTRIAL/INTELLECTUAL PROPERTY RIGHT

The prices quoted in the present tender shall be deemed to include all amounts payable for the use of patents, copyright, registration charges, trademarks and payment for any other industrial property rights. The Bidder shall indemnify the Purchaser against all claims from a third party at any time on account of the infringement of any or all the rights mentioned in the previous paragraphs, whether such claims arise in respect of manufacture or the use.

NCCR

APPENDIX - 1

TENDER ACCEPTANCE (OFFER) LETTER

(To be submitted online duly signed format (scanned copy) by the authorized signatory on bidder's letter head.

Date:

To

**The Director,
National Centre for Coastal Research (NCCR),
2nd Floor, NIOT Campus,
Pallikaranai, Chennai – 600100**

Subject: Acceptance in respect of terms and conditions of tender document for Development of Corporate Video of NCCR.

Ref No : MoES/NCCR/Corp.Video/Admin/4/2019, dated.....

Sir,

1. I / We have downloaded / obtained the tender document(s) for the above mentioned tender from the web site <https://eprocure.gov.in/eprocure/app>.
2. I / We hereby certify that I / We have read all the terms and conditions of tender document from page No. _____ to _____ (including all annexures / Forms / appendixes, paras, etc.,) which shall part of the contract agreement and I / we shall abide herby by all the terms and conditions contained therein.
3. The corrigendum(s) issued from time to time by your organization has also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept all the terms and conditions of above mentioned tender document and corrigendum(s) as applicable.
5. In case any provisions of this letter are found violated, then your department / organization shall without prejudice to any other right or remedy be at liberty to reject my bid including the forfeiture of EMD.

6. I / We confirm that our bid shall be valid up to 180 days from the date of opening of Technical Bid.

7. I / We hereby certify that all the statements made and information supplied in the enclosed appendix, annexure / Forms / paras etc., furnished herewith are true and correct.

8/ I / We have furnished all information and details necessary for demonstrating our qualification and have no further prominent information to supply.

9. I / We understand that you are not bound to accept the lowest or any bid you may receive.

10. I / We certify / confirm that we comply with the eligibility requirements as per bid documents.

11. In case any provisions of this tender are found violated, NCCR shall be at liberty to reject this tender, including the forfeiture of the full said EMD and we shall not have any claim against NCCR in satisfaction of this condition.

Yours faithfully,

Signature of the Bidder

Name:

Designation:

Rubber-stamp of the firm

APPENDIX - 2

CHECK LIST

(Following documents are to be submitted online by means of scanned copy and original in offline (hard copy-manual submission) as a part of Technical bid. Bidders are requested to put a ✓ mark for ensuring submission of document in the appropriate places and put **page number of bid**)

Sl.No	Description	Online submission	Hard copy submission (Manual)	Page no of Technical Bid
1	Covering letter by the bidder for the participation and the details of enclosures of the bid.	Submitted / Not Submitted	Submitted / Not Submitted	
2	Duly completed Tender Acceptance Letter as per Appendix 1	Submitted / Not Submitted	Submitted / Not Submitted	
3	Duly completed check list as per Appendix 2 (this sheet)	Submitted / Not Submitted	Submitted / Not Submitted	
4	Copy of Company registration/ Incorporation certificate	Submitted / Not Submitted	Submitted / Not Submitted	
5	Copy of balance sheet or bank's report for the last two FYs	Submitted / Not Submitted	Submitted / Not Submitted	
6	Complete Contact Details of registered office and development Center in bidder's letter head	Submitted / Not Submitted	Submitted / Not Submitted	

Sl.No	Description	Online submission	Hard copy submission (Manual)	Page no of Technical Bid
7	Copies of work orders (min 3 and 1 should be from Govt) and their completion certificates of similar work	Submitted / Not Submitted	Submitted / Not Submitted	
8	Copies of registration of GST, TIN & PAN	Submitted / Not Submitted	Submitted / Not Submitted	
9	EMD Instrument and scanned copy	Submitted / Not Submitted	Submitted / Not Submitted	
10	Any other relevant document/certificate	Submitted / Not Submitted	Submitted / Not Submitted	
11	Submission of Financial Bid ONLINE only	Submitted / Not Submitted	*****	*****

NOTE: The manual submission of TECHNICAL BID apart from online submission is mandatory and without this, bid will not be considered for evaluation.

Bidders are requested not to send the tender document as a part of technical bid.

Signature of the Bidder

Name:

Designation:

Rubber-stamp of the firm

APPENDIX - 3

PRICE BID FORMAT

(This is for understanding purpose only and the bidders are requested to use the **ONLINE BOQ file** for the price bid, which has the similar item-content)

Sl. No.	Item Description	Quantity	Units	BASIC RATE In Figures To be entered by the Bidder (excluding GST) in Rs. P	TOTAL AMOUNT (excluding GST) in Rs. P
1	2	4	5	7	8
1.01	Pre-Production Charges	1.000	No		0.00
1.02	Indoor shooting at NCCR Campus (per day/Max. 6 hrs)	1.000	day		0.00
1.03	Chennai/Ennore Port Shooting (per day/Max. 6 hrs)	1.000	day		0.00
1.04	Outdoor Shooting at any one coastal area (per day/Max. 6 hrs)	1.000	day		0.00
1.05	Post Production: Animation 2D (Per Minute)in the final cut	1.000	No		0.00
1.06	Post Production: Animation 3D (Per Minute)in the final cut	1.000	No		0.00
1.07	Post Production : English Voice over and music (Per Minute)in the final cut	1.000	No		0.00
1.08	Post Production : Dubbing Voice over (Hindi) and music (Per Minute)in the final cut	1.000	No		0.00
1.09	Post Production : Dubbing Voice over (Tamil) and music (Per Minute)in the final cut	1.000	No		0.00
Total in Figures					0.00