

INDIAN INSTITUTE OF ADVANCED STUDY,
RASHTRAPATI NIVAS, SUMMER HILL, SHIMLA
SCHEDULE - A1

Tender for production of Documentary Film about the Institute comprising of the history of the Viceregal Lodge, history of the Institute and current academic activities. (Production, Post- production, photography, Aerial view, etc and all components of making the film)

Sl. No.	Description	Rate Rs. Ps.	Total Amount
1.	Production of documentary film along with aerial shoot view by hiring drones etc. to shoot over the head shoots of the Institute in addition to conventional methods - as per specification and Terms and conditions detailed below : (the rate should be mentioned including the cost towards designing, printing, artwork of wrapper and copying for the 100 no. of CDs and 100 no. of DVDs, etc.,)	(Both in figures and words)	
2.	Service Tax (..... % age)		
3.	Total		

CONTRACTOR

Note : The rate quoted should be inclusive of all applicable taxes, except service tax , and the Institute does not bind itself to accept claims for any extra payment. The Institute will not issue any C or D Form. The rate and percentage (%) of Service Tax shall be mentioned separately in Schedule A1 and it will be reimbursed only on production of documentary evidence for remittance to Tax Authorities.

SCHEDULE - B

The Tenderers should submit the following:-

MAIN COVER: This cover should have the covering letter for submission of the tender along with the DD for EMD amount with Cover-I and Cover-II, and should contain:

1) COVER - I: - TECHNICAL BID should contain the following :

Eligibility Criteria :

- a. Average Annual Financial turnover during the last 3 years, ending 31st March 2016, should be at least 50% of the estimated cost;
 - b. Experience of having successfully completed similar works during last 5 years ending 01.04.16 should be either of the following :
 - i. Three similar completed works each costing not less than the amount equal to 40% of the estimated cost
(or)
 - ii. Two similar completed works each costing not less than the amount equal to 50% of the estimated cost
(or)
 - iii. One similar completed work costing not less than the amount equal to 80% of the estimated cost
 - c. Similar works means production of Documentary film. The copies of work order submitted (to be duly notarized) should be accompanied by its completion certificate, to support the above works executed for the clients by the tenderer.
 - d. **Profile of the firm-** The Company's profile should be submitted, stating the complete information about the organization and especially their capability to complete the work within the stipulated time and previous experience in carrying out similar work for reputed organizations. Previous experience in the field of making documentary/corporate film with a minimum of 3 documentaries /Corporate films (Copies of DVD'S or CD's should be submitted) executed to reputed organizations to their credit.
 - e. Curriculum Vitae (CV) of Director, Cameraman, Editor, Script writer should be produced.
 - f. Financial status, The copies of Audited balance sheet and Profit & Loss Account for the last 3 years, duly notarized may be furnished
 - g. Note : (copies of documents submitted in respect of Sl.No.(a), (b) and (f) should be notarized by a notary public)
 - h. Also, the presentation of the proposed documentary film in an appropriate format should be submitted.
1. **COVER -II - PRICE** (Financial) BID:
- Cover - II (schedule A1) should contain the rate for documentary film as per works stated in Schedule-A , in a single lumpsum amount for the complete works (including the cost towards designing, printing, artwork of wrapper and copying

for the 100 nos of CDs and 100 nos of DVDs, etc.) and service tax should be mentioned separately.

Other Terms & Conditions

1. On opening the Main Cover, the EMD submitted by tenderer would be checked for its validity as stipulated. Only tenders with such valid EMD would be processed further.
2. Secondly, Cover-I, the Technical Bid of those tenderers who fulfils the EMD clause will be opened for evaluating the bid. The evaluation will be made strictly based on the quality and fulfillment of the requirement of the Institute (as per specifications, terms and conditions set forth) in terms of track record and excellence in the presentation submitted by the tenderers.
3. Thirdly, Cover-II, the Financial Bid of those tenderers who have been short-listed in Cover-I (Technical Bid) by the Trust alone will be opened for final selection.

4. EARNEST MONEY DEPOSIT :

1. The EMD for this work is Rs.50,000/- and the same shall be deposited by way of cheque favoring "Secretary, IAS" drawn on State Bank of India payable at Shimla.
2. The EMD cheque shall be enclosed with the tender. This shall be kept in the Main cover and shall not be sent separately. Tenders which are not accompanied by EMD Demand Draft will be summarily rejected and the concerned Tenderer and /or his authorized representative will not be permitted to attend the tender opening.
3. The EMD amount will be returned to the unsuccessful bidder after the placement of the order on successful bidder. No interest shall be paid by the Institute on the Earnest Money Deposit from the date of its receipt until it is returned, under any circumstances.

5. Security Deposit:

1. The firm whose tender is accepted, must submit the Security Deposit within three days, on receipt of work order in the form of cheque, in favour of "Secretary, IAS" drawn on State Bank of India payable at Shimla. The Security deposit shall be to the of 30% of the order value towards security for the due fulfillment of the condition of the contract.
2. If the contractor have not remitted the security deposit amount within the stipulated time as specified in the order, necessary interest @15% PA on SD amount will be levied for the delayed remittance from the due date of the remittance to date of realization /remittance of the money.

3. The Security deposit amount will be refunded to the contractor on satisfactory completion of the documentary film and return of the Institute materials to the Institute in good working condition. No interest shall be paid by the Institute on the Security Deposit from the date of its receipt until it is returned, under any circumstances.

6. DUE DATE OF TENDER

The Main cover containing EMD, Cover -I and Cover-II shall reach the '**Secretary, Indian Institute of Advanced Study, Rashtrapati Nivas, Summer Hill, Shimla- 171 005 (H.P.)** not later than 1530 hrs on 11.04.2017.

1. Late Tenders:

The tenders that reach the Institute after the due date and time shall be treated as invalid and will not be accepted.

2. Opening of Tender:

The Main Cover of the tenders will be opened at the ' Office of **Secretary, Indian Institute of Advanced Study, Rashtrapati Nivas, Summer Hill, Shimla- 171 005 (H.P.)**, immediately after the closing time mentioned in the presence of Tenderers or their authorized representatives.

Tenderers who have not paid the EMD as specified in the tender document will not be permitted to be present when the tenders are opened.

Eligible tenderers as above should send letter of authorization on the firm's letter head with the attested specimen signatures of their representatives who are deputed to attend the opening of tenders. Representative without such authorization letter shall not be permitted to be present to witness the Tender opening. In any case, the maximum number of persons representing the firm to witness the opening of tender is limited to two.

On the day of opening, the Main Cover and Cover-I alone will be opened and read. Cover-II will not be opened. All the sealed Cover-II of the tenderers will be put inside in one cover and sealed in the presence of Tenderers or their authorized representative who are present on the date of opening and will be kept in the safe custody of the Institute.

7. METHODOLOGY AND EVALUATION

On opening of Cover-I, the committee will evaluate the bid based on the quality and fulfilment of the requirement of the Institute in terms of track record and excellence in presentation by the Tenderer, and the financial bids (cover II) of those tenderers who have been short listed in Technical bid by the committee alone will be opened, on a specified date for final selection and the date/time will

be fixed and intimated to the eligible tenderers for their presence at the time of opening. The Institute does not bind themselves to accept the lowest or any tender or part thereof and reserve the right to accept or not to accept any or all of the tenders either in whole or in part, without assigning any reason. The Institute reserves the right to seek any technical (or) commercial clarification.

8. RIGHT TO ACCEPT / REJECT TENDERS:

Notwithstanding anything contained in this Institute Tender document, the Institute reserves the right to accept or reject any or all tender(s) either in whole or in part thereof at any time without assigning any reasons and without any liability or any obligation for such acceptance/rejection and no claim or communication will be entertained in this regard. Also, no correspondence will be entertained by the Institute from the unsuccessful tenderers.

9. LIQUIDATED DAMAGES :

The Liquidated Damages/Late delivery charges shall be ½ % of the contract value per week or part thereof (a week is defined as 7 days inclusive of holidays) subject to a maximum of 5 % of the contract value.

10. OTHER CONDITIONS:

1. The rate quoted by the tenderer must be firm and should hold good for the entire period of preparation of documentary film. The rate should be inclusive of all taxes, and service tax should be mentioned separately in the schedule A1. The Institute does not bind itself to accept claims for any extra payments by the tenderer. The Institute will not issue any C or D form.
2. The tenderer shall submit the complete details of men/material and specifications for the materials to be used viz, sizes, types, etc. and obtain prior approval for the same before entering inside the Institute premises for which free entry permit will be arranged as per the rules and regulations of the Institute.
3. **Insurance:** The Contractor shall take out and keep in force a policy or policies of insurance against all liabilities of the Contractor at common law or under any statute in respect of accidents to persons who shall be employed by the contractor in or about the site for the purpose of carrying out the works on the site. The Contractor shall take out and keep in force a policy or policies of Insurance for all materials of the contractor including Institute supply materials, if any.
4. All necessary safety arrangements has to be made by the tenderer at his own cost and expenses for the entire period and extended period if any permitted by the Institute.

5. **Completion Schedule** -The production of the documentary film shall be commenced immediately from the date of receipt of the work order and shall be completed within 90 days. The time schedule is to be strictly followed in the complete process of shooting, Edit, Music, Graphics etc and all other works in preparation of Film and delivering Final output. If the work is delayed after the completion time and after giving due notice, the work order will be cancelled by the Institute, and any additional expenditure incurred by the Institute in completing the work, will be recovered from the tenderer of the cancelled contract for non performance/delay in execution of the contract.
6. The tenderer should give an acceptance immediately after receipt of the order as per the format of the Institute, stating to carry out all the works as per the given specifications, other terms and conditions. The Institute will strictly adhere to all the terms and conditions and payment will be made strictly only after the completion of all the works as per terms of payment of the Institute.
7. **Disputes** : Any litigation arising out of this agreement shall only be adjudicated before the competent court of law within the jurisdiction of the Hon'ble High Court of Shimla.

8. TERMS OF PAYMENT:

- Payment will be released in four instalments i.e,
 1. 30% payment shall be made after submission of the rough cuts of the film.
 2. 20% payment shall be made after the completion and approval of the rough cut of the documentary film about the Institute comprising of the history of the Viceregal Lodge, history of the Institute and current academic activities with the suggested modifications, if any.
 3. 25% payment shall be made after the preview of the Documentary Film about the Institute comprising of the history of the Viceregal Lodge, history of the Institute and current academic activities.
 4. Balance 25% payment shall be made after the satisfactory completion as per our requirement of the production of final film of Documentary Film about the Institute comprising of the history of the Viceregal Lodge, history of the Institute and current academic activities and handing over of the Master Copy of film along with the viewing /DVDs etc.

(Secretary)
IIAS, Shimla