

INVITATION FOR TENDER FOR NDLI USER VIDEO

Sealed tender offers are invited in two separate sealed covers (Technical and Price offers) from eligible producers of Cinematographic promotional films for the following:

Production and delivery of a Promotional Video for National Digital Library of India (NDLI) Portal.

The validity of the bid should be at least four months (120 days) or more from the date of the opening of this tender.

Please send offers and ensure that your quotation reaches not later than **28th January, 2019 at 15:00 hrs** at the following address:

**National Digital Library of India Project
Central Library,
Indian Institute of Technology Kharagpur,
Kharagpur-721 302, West Bengal, India**

Earnest money of **Rs. 20,000/-** is to be deposited in the form of Account payee Demand Draft in favour of IIT Kharagpur, payable at Kharagpur, India. Any bid which is not accompanied with an earnest money deposit (EMD) shall be summarily rejected. EMD deposited will be forfeited if the tenderer withdraws or amends its tender or impairs or derogates from the tender in any respect within the period of validity of its tender. No interest will be paid on the EMD of the unsuccessful bidders.

Tender Reference	IIT/SRIC/DNA/PPD/UVDO/2019/01 Dated: 3.1.2019
Price of Tender Document	NIL
Last Date and Time for submitting the tender document	28th January, 2019, 15:00 Hrs (Indian time)
Time and Date of Opening of Bids	28th January, 2019, 15:30 Hrs (Indian time)
Place of Opening tender offers	NDLI Meeting Room, Central Library, IIT Kharagpur – 721 302, West Bengal, India
Address of Communication	As stated above
Contact Telephone Numbers	+91- 3222 - 282435
E-mail:	somenroy17@gmail.com

TECHNICAL TERMS & CONDITIONS

1. Scope of Service

The National Digital Library of India (NDLI) is a project of Ministry of Human Resource Development (MHRD) being executed by IIT Kharagpur. The aim is to build a National Asset by **integrating** all the existing digitized and digital contents across educational and cultural institutions/bodies and publishers to provide a **single-window access** to different groups of users ranging across the entire population. Please visit <https://www.ndl.gov.in> or <https://ndl.iitkgp.ac.in> to have a look a look at the NDLI Portal.

The scope is to make and deliver a Video which is intended to promote the NDLI Portal among the entire student community (school to highest level of education) and general learners. The intended video may have somewhat similar approach of the video <https://www.youtube.com/watch?v=gFkQV0w4IMg> but shall Focus on one or more representative users of NDLI and highlight and promote NDLI's positive impact in grassroots education in India.

Some key points that shall be considered for conceptualizing and making the video are:

- 1.1 Duration: About 2 mins
- 1.2 Theme: Should portray an inspiring and motivational story about the positive impact of NDLI in the lives of the learner communities, as well as the broader grassroots-level education in India.
- 1.3 Location: Mix of indoor and outdoor
- 1.4 Narration/ Voice Over Language: Hindi and English (separately, that is, 2 separate versions of the video)
- 1.5 Shall not feature any established actor/actors or any actor who has promoted a similar product/project
- 1.6 Shall be digitally produced and will be of suitable quality for broadcasting and display on all platforms, including but not limited to all national and international digital platforms, television etc.
- 1.7 Shall be produced with a filming unit of minimum fifty (50) people.
- 1.8 Number of shooting days shall at least be three.
- 1.9 Shall use, as a minimum standard, Arri Alexa camera or equivalent, with Master Prime lenses or equivalent.
- 1.10 Shall use a cinematographer with extensive international feature film or advertising experience, either as the Director of Photography or as the Second Unit Director of Photography, in the said international projects.
- 1.11 Shall use the branding guidelines of NDLI .

The successful bidder (vendor) shall submit the Video for review of NDLI. NDLI upon review may ask for some changes. The vendor shall incorporate the changes and then submit the final version to NDLI.

2. Bidder Pre-qualification

The bidder shall have extensive experience in understanding and making promotional videos in at least two of the following fields, for being treated as technically qualified:

- a. User communities of digital library/repository/archive
- b. Use of Information and Communication Promo of Educational Technology to provide educational service
- c. Promotion of Digital Humanities
- d. Promotion of Digital Preservation

The bidder shall include in the technical bid, links for promotional videos made in the above space as evidence of expertise.

3. Other Terms and Conditions

3.1 Technical bid shall contain all relevant technical details and links for promotional videos made in the above space.

3.2 Technical bid must also contain

3.2.1 Fully filled-in Information Sheet and Compliance Sheet for each item in strictly in the format given in Annexure-I and Annexure –II and duly signed by the bidder

3.2.2 Unpriced copy of the Price Bid submitted strictly in the format given in Annexure-II

3.2.3 **Account Payee Demand Draft for specified amount of Earnest Money Deposit (EMD)**

3.3 The video shall be delivered within sixty (60) days of the date of the Purchase Order.

3.4 The copyright/intellectual property right of the video delivered shall lie with NDLI.

3.5 Price bid must be submitted in a separate sealed cover strictly in the format given in Annexure-III and duly signed by the bidder.

4. Arbitration, Applicable Law and Jurisdiction

The Purchase Order shall be construed, governed and enforced in accordance with the laws of India and subject to exclusive jurisdiction of Courts at Medinipur.

5. Technical Evaluation Criteria

The bids will be first evaluated technically by the Tender Processing Committee on the basis of the following criteria:

5.1 Experience of the bidder in making promotional videos in the fields mentioned in Cl. No. 2.0 above

5.2 Proposed Theme/Story of the Video

5.3 Size of the production unit to be used

5.4 No. of shooting days

5.5 Specification of Camera and Lens to be used

5.6 Experience level of the cinematographer in international feature film or advertising

5.7 Degree of Compliance of the points mentioned in the Compliance Sheet (Annexure-II)

GENERAL TERMS & CONDITIONS

PLEASE SPECIFICALLY INDICATE THE FOLLOWING POINTS IN YOUR QUOTATIONS AND COMPLY THE TERMS AS MENTIONED HEREUNDER:-

1. TENDER ARE INVITED COMPLYING THE REQUIREMENT FOR TENDER AS DETAILED IN THE TENDER SPECIFICATION TO BE SUBMITTED IN THE COMPANY'S / FIRM'S LETTERHEAD NEATLY PRINTED / TYPED DULY SIGNED BY AUTHORIZED PERSON WITH THE SEAL OF THE BIDDERS. ALL ENVELOPS CONTAINING THE TENDER SHOULD BE PROPERLY SEALED. SEPARATE ENVELOPS SHOULD BE USED FOR TECHNICAL AND PRICE BID AND INDICATION TO THEIR EFFECT MAY PLEASE BE SUPERSCRIBED ON THE ENVELOP.
2. SUPPORTING DOCUMENTS (COPY OF PURCHASE ORDER) IN TERMS OF RELEVANT EXPERIENCE SHOULD BE ENCLOSED WITHOUT FAIL.
3. **PERIOD OF VALIDITY:** BIDS SHALL REMAIN VALID FOR ACCEPTANCE FOR A PERIOD OF 120 DAYS FROM THE DATE OF OPENING.
4. **PAYMENT TERMS:**
 - A) 100% PAYMENT THROUGH CROSSED ACCOUNT PAYEE CHEQUE / ELECTRONIC TRANSFER AFTER RECEIPT FINAL APPFROVED VERSION OF THE VIDEO.
 - B) ENSURE MENTIONING
 - BANK DETAILS OF THE BENEFICIARY AND PAN NUMBER
 - FULL NAME AND ADDRESS OF THE BENEFICIARY ON WHOM ORDER HAS TO BE PLACED
5. **DELIVERY PERIOD:** WITHIN SIXTY (60) DAYS OF ISSUE DATE OF THE PURCHASE ORDER
6. **LIQUIDATED DAMAGES:** THE VIDEO SHOULD BE DELIVERED / DISPATCHED TO DESTINATION NOT LATER THAN THE DELIVERY DATE SPECIFIED, INSTALLATION MUST BE COMPLETED WITHIN TWO WEEK OF DELIVERY OR HANDOVER OF THE SITE WHICHEVER IS LATER. AND MADE READY FOR USE. IF THE SUPPLIER FAILS TO DELIVER AND INSTALL ANY OR ALL THE STORES OR PERFORM THE SERVICE BY THE SPECIFIED DATE, LIQUIDATED DAMAGES AT 1% PER MONTH OR PART THEREOF IN RESPECT OF THE VALUE OF STORES WILL BE DEDUCTED FROM THE CONTRACT PRICE SUBJECT TO A MAXIMUM OF 5%. ALTERNATIVELY, THE ORDER WILL BE CANCELLED AND THE UNDELIVERED STORES PURCHASED FROM ELSEWHERE AT THE RISK AND EXPENSE OF SUPPLIER.
7. **PATENT RIGHTS:** THE SUPPLIER SHALL INDEMNIFY THE PURCHASER AGAINST ALL THIRD PARTY CLAIMS OF INFRINGEMENT OF PATENT, TRADEMARK OR INDUSTRIAL DESIGN RIGHTS, INTELLECTUL PROPERTY RIGHT AND COPYRIGHT ARISING FROM USE OF ANY ITEM OR ANY PART THEREOF IN INDIA.

8. ONLY THOSE BIDDERS WHO'S BIDS HAVE BEEN TECHNICALLY FOUND ACCEPTABLE WILL ONLY BE INVITED FOR PARTICIPATION IN THE PRICE BID OPENING MEETING.
9. THOSE BIDDERS WHO DO NOT RECEIVE ANY COMMUNICATION FOR PARTICIPATION IN PRICE BID OPENING MEETING MAY PRESUME THAT THEIR BID HAS NOT BEEN ACCEPTED BY THE INSTITUTE.
10. CONDITIONAL OFFER WILL NOT BE ACCEPTED.
11. LATE TENDERS I.E. TENDER RECEIVED AFTER THE DUE DATE AND TIME OF SUBMISSION AS MENTIONED ABOVE SHALL NOT BE ACCEPTED.
12. BIDDERS TO ENCLOSE THE FOLLOWING DOCUMENTS:-
 - A) GST REGISTRATION CERTIFICATE AND GST REGISTRATION NO.
 - B) CURRENT INCOME TAX AND GST CLEARANCE CERTIFICATES AND PAN NO.
 - C) BANKER'S SOLVENCY CERTIFICATE
 - D) SUMMARY OF AUDITED STATEMENT OF ACCOUNTS FOR THE LAST THREE YEARS TO BE ENCLOSED AND FINANCIAL HIGHLIGHTS
 - E) PURCHASE ORDER (S) (PO) FROM REPUTED ORGANIZATIONS LIKE CENTRAL/STATE GOVERNMENT INSTITUTIONS/UNIVERSITIES/DEPARTMENT OFFICES FOR MAKING SIMILAR TYPES OF VIDEO
13. THE INSTITUTE DOES NOT BIND ITSELF TO OFFER ANY EXPLANATION TO THOSE BIDDERS WHO'S TECHNICAL BID HAS NOT BEEN FOUND ACCEPTABLE BY THE EVALUATION COMMITTEE OF THE INSTITUTE.
14. ALL TENDERS (UNLESS OTHERWISE SPECIFIED) ARE TO BE SUBMITTED / HANDED OVER TO **NATIONAL DIGITAL LIBRARY OF INDIA, CENTRAL LIBRARY, INDIAN INSTITUTE OF TECHNOLOGY, KHARAGPUR - 721 302** AND ACKNOWLEDGEMENT TO BE OBTAINED.

IMPORTANT

1. IIT Kharagpur authority may accept or reject any or all the bids in part or in full without assigning any reason and does not bind itself to accept the lowest bid. The Institute at its discretion may change the quantity / upgrade the criteria / drop any item or part thereof at any time before placing the Purchase Order.
2. In case of any dispute, the decision of the Institute authority shall be final and binding on the bidders.

For any query pertaining to this bid document correspondence may be addressed **Mr. Somen Roy (+91- 3222 – 282435), National Digital Library of India**, at the address mentioned above.

LAST DATE FOR SUBMISSION OF SEALED BIDS: 28th January, 2019, 15:00 Hrs (Indian time)

- 1) Please Note that the Institute remains closed during Saturdays & Sundays and all specified government holidays.
- 2) Fax, e-mail Tender will not be accepted.
- 3) The General Terms and Conditions for specific service other terms and conditions of the Institute will apply.

ANNEXURE-I

Information to be submitted in the Technical Bid

1. Links of the promotional videos made by the bidder in the fields mentioned in Cl. No. 2.0 of the Technical Terms and Conditions
2. Abstract of the proposed story/theme of the Video (in 5-7 sentences)
3. Size of the production unit proposed to be used
4. Proposed no. of shooting days
5. Specification of Camera and Lens proposed to be used
6. Biodata of the cinematographer proposed to be used with detailed professional experience

Signature of the Authorized Signatory of the Bidder

Seal of the Bidder

Place & Date:

ANNEXURE-II

Compliance Sheet for Technical Specification and General Terms and Conditions

Supporting documents must be attached for all Compliance Statements, as asked for the Tender Document

Tender Cl. No.	Item/Clause	Complied / Not Complied	Details if Not Complied	Remarks (if any)
TECHNICAL TERMS & CONDITIONS				
T-Cl. 1.1	Duration			
T-Cl. 1.3	Indoor & Outdoor Mix			
T-Cl. 1.4	Narration/ Voice Over Language			
T-Cl. 1.5	Use of actor			
T-Cl. 1.6	Suitable for broadcasting and display on all platforms			
T-Cl. 1.11	Branding guideline			
T-Cl. 3.3.2	Unpriced version of the Price Bids, in the format given in Annexure-IIA and Annexure-IIB, submitted in Technical Bid?			
T-Cl. 3.3.3	Account Payee Demand Draft for Earnest Money Deposit submitted in Technical Bid?			
T-Cl. 3.4	Video to be delivered within Sixty (60) days of the date of the Purchase Order			
T-Cl. 4	Arbitration, Applicable Law and Jurisdiction			

ANNEXURE-II (Contd./-)

GENERAL TERMS & CONDITIONS				
Tender Cl. No.	Item/Clause	Complied / Not Complied	Details if Not Complied	Remarks (if any)
G-2	Copy of Purchase Orders from reputed organizations like Central/State Government institutions/ universities/ department offices for making and delivering Promotional Videos in Digital Library/Education/Preservation/Heritage space			
G-3	Bid validity period 120 days?			
G-7	Patent Rights clause complied?			
G-12 (A)	GST registration certificate and GST registration no. submitted in Technical Bid?			
G-12 (B)	Current Income tax and GST clearance certificate and PAN No. submitted in Technical Bid?			
G-12 (C)	Banker's solvency certificate submitted in Technical Bid?			
G-12 (D)	Summary of audited statement of accounts for last 3 years submitted in Technical Bid?			
G-12 (E)	Copies of Purchase Order(s) from reputed organizations like Central/State Government institutions/ universities/ department offices for delivering promotional video			

Signature of the Authorized Signatory of the Bidder

Seal of the Bidder

Place & Date:

ANNEXURE-III

FORMAT FOR PRICE BID

[To be submitted by the Bidder in their Letter Head]

Name of the Bidder:

Address of the Bidder:

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Price Quoted for making and delivering the Video:

Sl. No.	Head	Details (if any)	Basic Price (Rs.)	GST (CGST+SGST) (%)	Total all-inclusive Price (Rs.)
1	Professional Fees (Directors including music and sound direction, Producers, Cameramen, Photographers, Actors & Voice Over and Editor)				
2.	Technicians Charges (Light, Sound, Camera, Electricals, Art Setting, Production & Sundry Assistants)				
3.	Camera Charges				
4.	Sound Recorder Charges				
5.	Generator Charges				
6.	Travel, Accommodation & Food Cost				
7.	Others (if any, provide details)				

Signature of the Authorized Signatory of the Bidder

Seal of the Bidder

Place & Date:

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