Subject: Invitation of Proposals for Production of Documentary film on history and contribution of Government Science College, Jabalpur in the field of higher education and science.

1.0 Introduction

Government Science College Jabalpur, (an autonomous college under the Rani Durgawati Vishwavidalaya, Jabalpur) South Civil Lines, Pachpedi, Jabalpur-482001 (MP) (Abbreviated as GSC, JBP hereafter) invites proposals from reputed production agencies/producers for undertaking the production of documentaries on history and contribution of Government Science College, Jabalpur in the field of higher education and science.

2. Scope of Work:

(i) Production of the documentary complete in all respect for display on College website and telecast through television channel
(ii) Duration: The duration will be about 30 minutes. (To be narrated in 15 minutes for Website)
(iii) Shoot format: Shooting in HD and mastering in various formats as specified in deliverables.
(iv) Language: Master Production in English and Hindi.
(v) Estimated cost for the documentary (for both in Hindi and English language) would be maximum of Rs.1,50,000/- (One lakh fifty thousand only) inclusive of all taxes.

3.0 Deliverables:

Deliverables for each episode both in Hindi and English (with subtitles in English and Hindi) are:-
(i) Telecast master – two copy
(ii) Hard disc (MOV or empg format) - one copy
(iii) DVD copies –05copies (scratch proof)
(iv) Inlay card for the DVD/VCD design (in psd format) and jewel case design (in psd format)
(vi) Hard copy of the final scripts in print form (one copy) and in ms-word or rtf file format in CD format
(vii) Compressed file of each for web site upload

4.0 Eligibility:

Production Company/Agencies/Producers who are fulfilling the following conditions will be eligible to apply.
(i) The registered company/firm should have sufficient experience preceding the proposal due date (PDD), in similar assignments for production of documentaries and video serials.
(ii) The registered company/firm should have well trained production team (Director, Script Writer, Subject Expert, Editor, etc.)

5.0 Bidding Process:

Bidding process will consist of two separate biddings, viz. technical bidding and financial bidding through a two cover system. Two separate covers containing technical and financial bids need to be placed in a single large envelope mentioning “Tender Quotation for Documentary under Heritage Status” on the top of envelope.

6.0 How to Apply

a) The tender form can be downloaded from the College Website
(http://www.sciencecollegejabalpur.org) or can be purchased from Office of Principal,
Government Science College, Jabalpur

Filled form can be submitted along with the Tender Document Cost Rs. 200/- in form of:

b) DD in the name of Principal, Government Science College, Jabalpur, payable at Jabalpur

c) or proof of payment by RTGS or NEFT for Current account number 36330828908 IFSC
   – SBIN0001398 at State Bank of India, Tularam Chowk, Jabalpur

d) or payment by Swipe machine at Office of Principal, Government Science College,
   Jabalpur

(i) The proposer must submit its Technical Proposal and Financial Proposal in two separate
“sealed envelopes” (duly super-scribed “Technical Proposal” and “Financial Proposal” on each
envelope). Both these sealed covers should be enclosed in an outer cover and submitted to GSC,
JBP.
(ii) The proposals should be submitted in the prescribed format. Proposals not in the format will
be rejected.
(iii) The technical proposal must be accompanied with:-
- Registered company/Production houses/Proposers should have working experience in the field of documentary making developmental, institutional, historical or social sector programmes.
- Documentary proof in support of business done in the field of film/audio-visual production with departments of the central/state Government, corporate houses and television companies. Enclose copy of the earlier work orders/completion reports.
- Registered company/production houses should have service tax, PAN Number, etc. Enclose self attested photocopies of certificates, PAN and Service Tax numbers.

(iv) The proposer will not vary/modify any aspect of the proposal/budget etc. during the validity period or any extension thereof.

(v) The duly signed proposal should reach to:

Principal, Government science college, Jabalpur
South Civil Lines Pachpedi, Jabalpur-482001 on or before 5.00 PM, 5th October, 2017.

Technical Bids will be opened on 6th October 2017 at 14:00 Hrs.
Tenders received (by post or by hand) after due date and time will be summarily rejected. Govt. Science College, Jabalpur will not be responsible for any postal delay. For any query related to submission of proposal, applicant may contact Prof. Anjali Bajpai through mobile no. 7898173205 or email- anjali bajpai57@gmail.com

7.0 Evaluation Process:

Technical Evaluation

Evaluation criteria (Total Marks-60)

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Parameters</th>
<th>Total Marks</th>
<th>Evaluation criteria</th>
<th>Marks</th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>Firm’s Relevant Experience in Documentary/Film making</td>
<td>10</td>
<td>Up to 3 years of experience 04-05 years of experience 06-08 years of experience Above 08 years of experience</td>
<td>04 06 08 10</td>
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<tr>
<td>2.</td>
<td>Relevant Experience of the Key personnel and number of personnel in creative team</td>
<td>10</td>
<td>Less than 10 years 10-15 years 15 years plus experience</td>
<td>04 08 10</td>
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<td>3.</td>
<td>Sample work submitted (in the form of CD)</td>
<td>20</td>
<td>Marks will be given on criteria like storyline, Graphics/ voice over/Music/Overall impact</td>
<td>20</td>
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<tr>
<td>4.</td>
<td>Sample script/Treatment</td>
<td>20</td>
<td>Treatment, approach use of content</td>
<td>10 10</td>
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<td></td>
<td>Total</td>
<td>60</td>
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All the received proposals will be seen by the committee appointed by Principal, GSC, JBP for opening the tender. The committee will check all the documents (Application in format/Firm Registration Certificates/experience/earlier work orders/PAN number/financial bids, etc.) submitted by the proposer and invite the proposer for the presentation.
- Technical evaluation will be done on the basis of company profile, experience and presentation.
- Based on this technical evaluation, a list of short-listed applicants will be prepared and subsequently the financial evaluation will be carried out.

**Financial Evaluation:**

Financial proposals of all technically responsive bidders shall be opened upon invitation and in presence of bidders/ representatives of bidders. Financial bids of Non-responsive technical bidders shall be returned un-opened to the respective bidders.

The total number of points allocated for the financial component is 40. The maximum number of points (40 points) will be allotted to the lowest Financial Bid that is opened and compared among those invited Firms which obtain the qualifying points in the evaluation of the technical component. All other price Bids will receive points in inverse proportion to the lowest price, e.g.

\[
\text{Price score} = \frac{\text{Total Price Score i.e. } 40 \times \text{Lowest Bid Price}}{\text{Bid Price of the Bidder}}
\]

Example:
1\textsuperscript{st} Lowest Bid Price = Rs. 1,000
2\textsuperscript{nd} Lowest Bid Price = Rs. 1,050
3\textsuperscript{rd} Lowest Bid Price = Rs. 1,200
Price Score of 1\textsuperscript{st} Lowest Bidder = \((40 \times 1000)/1000 = 40\)
Price Score of 2\textsuperscript{nd} Lowest Bidder = \((40 \times 1000)/1050 = 38.10\)
Price Score of 3\textsuperscript{rd} Lowest Bidder = \((40 \times 1000)/1200 = 33.33\)

Total score = Technical score + Price Score

- Financial Proposal will be opened only of those firms who score 40 marks or more out of 60 in the technical evaluations. Principal, GSC, JBP will award the work to firm which has lowest quote. Principal, GSC, JBP will not entertain any query or clarification from applicants who fail to qualify at any stage of selection process.

**8.0 Copyright:**

Principal, GSC, JBP shall hold proprietary rights on the use, marketing contents, and intellectual, etc. of the final edited film and all shooting material.

**9.0 Payment:**

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Milestone</th>
<th>Payment</th>
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<tbody>
<tr>
<td>1.</td>
<td>Concept Finalization</td>
<td>10%</td>
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<td>2.</td>
<td>Shooting, Field Visits and Submission of Rush Cuts</td>
<td>20%</td>
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<tr>
<td>3.</td>
<td>Submission of final edited documentary with approved sub titles</td>
<td>30%</td>
</tr>
<tr>
<td>4.</td>
<td>Submission of final version after incorporating all recommendations and suggestions by GSC, JBP</td>
<td>40%</td>
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</table>
10.0 Timeline:

Work should be completed in 100 days after the issue of work order, failing which a penalty of 0.5% of the total value of the project will be charged as penalty for every week of delay. In any case not later than 130 days after which order will automatically will be cancelled.

11.0 Arbitration:

If any dispute, difference, question or disagreement shall at any time, hereafter arise, between the parties hereto or the respective representatives or assigns in connection with or arising out of the contract or duties of the said parties hereunder or any matter whatsoever incidental to his contract or otherwise concerning the works of execution or failure to execute the same whether during the progress of work or stipulated/extended periods or before or after the compilation or abandonment thereof, it shall be referred to the sole arbitrator appointed by Principal, GSC, JBP.

12.0 OTHER TERMS AND CONDITIONS

- The theme and topic of the documentary should conform to the programme briefs provided by GSC from time to time. The production should be of high quality meeting the industry standards. Competent and approved talent/voices should be used.
- Appropriate use of modern editing techniques including rendering of text/visuals, multi-layering, composting, chromo key, special effects etc should be made to make the film visually very rich.
- Principal, GSC, JBP reserves the right to accept or reject any or all tender(s) without assigning any reason thereof.
- The entire successful proposal will have to be submitted as final deliverables as per the work schedule from issuing date of work order.
  - Script: 20 days from the date of issue of work order
  - Rush cut: 50 days from the approval of the script
  - Final Product: 30 days from the approval of the rush cut.
- Principal GSC JBP has right to extend the period of job based on genuine reasons if necessary.
- Penalty will be imposed as per rules, if the delivery of the final product is delayed beyond the agreed date of delivery.
Application Form

I/We wish to apply for Production of Documentary film on history and contribution of Government Science College, Jabalpur in the field of higher education and science.

Proposer’s Information/Details are as under:

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Particulars</th>
<th>Details</th>
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<tbody>
<tr>
<td>1.</td>
<td>Name of Proposer</td>
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<td>2.</td>
<td>Name of the firm/company</td>
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<td>3.</td>
<td>Complete Address for communication</td>
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<td>4.</td>
<td>Phone /Mobile Number</td>
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<td>5.</td>
<td>Fax No.</td>
<td></td>
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<tr>
<td>6.</td>
<td>Email Id</td>
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<tr>
<td>7.</td>
<td>Legal status of Organization</td>
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<tr>
<td></td>
<td>Is it a registered firm/company?</td>
<td></td>
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<td></td>
<td>(If a partnership firm, state the: name/s and address/es of your partners. If company, state the names and addresses of Directors, photocopies of the certificate of registration should be attached)</td>
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<tr>
<td>8.</td>
<td>PAN Number</td>
<td></td>
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<td>9.</td>
<td>GSTIN/ Service tax number</td>
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<td>10.</td>
<td>Brief Description of the Proposer’s Activities</td>
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<td>11.</td>
<td>Number of years experience in film making</td>
<td></td>
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<td></td>
<td>(Attach work orders of earlier works with other government departments/autonomous bodies /PSU’s and others)</td>
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<td>12.</td>
<td>Work Experience in producing in Documentaries &amp;others</td>
<td></td>
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<tr>
<td>13.</td>
<td>Any other relevant information</td>
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</table>

Signature with stamp:..............................
Full Name:...........................................
Date:.............................................
Financial Bid
(One copy in a separate sealed cover)

Budget quote
We offer to undertake the project to produce for documentary on

“Documentary film on history and contribution of Government Science College, Jabalpur”
(in English and Hindi) as per the Ref. No: /UGC-Heritage/Tender/2017 Dated: /08/2017
For a total cost of Rs ______________________ (Rupees.................................................................
................................................................................................................................................)
inclusive of all the taxes.*

Name of the Proposer:
Name of the Company:
Date:
Place:

Signature of the authorized signatory with stamp

* NOTE: The cost mentioned here would be considered as the final quote from the firm. No
change would be accepted.

DECLARATION
(i) I/We......................................................... (Authorized signatory for the proposer) solemnly
affirm that the facts stated above are correct and nothing has been withheld. If any information
submitted above, is found to be false or fabricated, I may be liable to be suspended and/or
debarred from empanelment.

(ii) I/We permit Principal, GSC, JBP to cross check the above facts from any other source.

(iii) I/We or my authorized representative, if required by Principal, GSC, JBP would make
presentation before Selection Committee at my own cost.

(v) Here by I/We declare that I/We shall adhere to the terms and conditions mentioned in Notice
inviting proposal.

Signature with stamp:..............................
Full Name:................................................
Date:....................................................
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<tr>
<th>S. No.</th>
<th>Items</th>
<th>✓ / ✗</th>
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<tbody>
<tr>
<td>1.</td>
<td>Application form</td>
<td></td>
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<tr>
<td>2.</td>
<td>Proposer’s experience</td>
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<tr>
<td>3.</td>
<td>Sample scripts</td>
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<td>4.</td>
<td>Sample CD of earlier work</td>
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<tr>
<td>5.</td>
<td>Details of Key personnel</td>
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<tr>
<td>6.</td>
<td>Financial Bid</td>
<td></td>
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<tr>
<td>7.</td>
<td>Company Registration proof</td>
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<td>8.</td>
<td>GSTIN/Service tax number proof</td>
<td></td>
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<td>9.</td>
<td>IT return of last 3 years</td>
<td></td>
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<tr>
<td>10.</td>
<td>Application fee Rs. 200/-</td>
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