NOTICE INVITING TENDER

Ref. No. NB.HR/MCID/ documentary/ 5040-5042 /2019-20 Date -28.01.2020

1. Crayons Communication  
   SCO-1-2-3, Sector-17/B, Chandigarh  
   0172-4141415

2. Speedways Advertising  
   SCO-84, Sector-46/C, Chandigarh  
   0172-2632841

   SCO-840, Ist Floor-Mani Majra, Chandigarh  
   0172-2630080

Dear Sir,

Preparation of two Video Films on success story of NABARD on livelihood programme (LEDP) & E-Shakti project in Distt. Sirsa, Haryana

NABARD, Haryana intends to undertake the work of “Preparation of two Video Films on success story of NABARD on livelihood programme (LEDP) & E-Shakti project in Distt. Sirsa, Haryana” and therefore, invites an offer/bid from the empanelled contractors/firms for this work. We request you to submit your offer in a sealed envelope for the aforesaid work as per detailed specifications and other requirements as mentioned in the tender/bid document.

1. The tender/bid document has been attached with this letter.

2. The interested firm has to submit a DD/banker’s cheque of Rs.20,000/- (Rs.Twenty thousand Only) towards the Earnest Money Deposit (EMD) drawn on any scheduled Bank in favour of “NABARD” payable at Chandigarh shall be enclosed along with the Tender/bid.

3. Properly filled tenders as Technical Bid (Part-I) and Financial Bid (Part-II) shall be submitted in sealed envelopes, duly furnishing all the required information. The sealed envelopes should be superscribed as “Tender/Bid for Preparation of two Video Films on success story of NABARD on livelihood programme (LEDP) & E-Shakti project in Distt. Sirsa, Haryana”. The sealed bid should be addressed to “Chief General Manager, MCID- Section, National Bank for Agriculture and Rural Development, Plot No- 3, Sector – 34 A, 1st Floor, Haryana RO, Chandigarh – 160022”, so as to reach this office latest by 14:00 hours on 07 February 2020. The tender/bid shall be submitted in 'Original' to the Bank.

4. Tender Form shall contain:
   a. Earnest Money Deposit (in form of DD/Banker Cheque)
   b. Notice Inviting Tender
   c. Tender Form of Tender (technical bid)
   d. General terms & conditions
   e. Agreement format
Financial Bid having:

Duly Priced Schedule of Quantities

5. **The bid** will be **opened** on the **same day** (last day of receipt of tender) at **15.00 hrs** in the presence of bidders’ representatives, should they choose to be present.

6. Before filling up the tender/bid, the bidders may note the following:
   a. The bids shall remain valid and open for acceptance for 180 days from the date of opening of sealed envelope.
   b. Time of Completion: The work shall be completed within 30 days from the date of issue of work order.
   c. Liquidated damages for delay in completion of the works will be levied at 0.25% of the value of the accepted tender/bid for every week of delay or part thereof, subject to maximum of 5% of the value of the accepted tender.
   d. NABARD reserves the right to accept or reject any/all tender/s in part or whole of any firm / firms without assigning any reasons for doing so.

7. The successful bidder shall execute an agreement with NABARD at his cost on non-judicial stamp of Rs. 100/- within seven days from the date of issue of work order failing which the bidder’s EMD may stand forfeited.

8. A pre-bid meeting has been arranged in the Mini conference room in the NABARD, Haryana RO office, Chandigarh at 1st floor on 03.02.2020 at 11.00 hrs in presence of Bank’s Officials to guide the tenderers/firms about the scope of work and clarify the questions of the prospective bidders. The firms are requested to participate in the scheduled pre-bid meeting. The clarifications being sought in the pre-bid meeting may be submitted in writing at our Office or to mcid.haryana@nabard.org at least one working day prior to the date of pre bid meeting. The clarifications given in pre bid meeting will also form a part of the tender document and will be uploaded on the website. NABARD reserves the right to revise the Tender/ Bid after pre-bid meeting, if required, and same will be sent to the firms.

Yours faithfully,

-Sd-
(Ravinder Singh)
Deputy General Manager

Encl : As above
National Bank for Agriculture and Rural Development

Haryana RO, Chandigarh

MCID

Tender/Bid Document for
Preparation of two Video Films on success story of NABARD on livelihood programme (LEDP) & E-Shakti project in Distt. Sirsa, Haryana

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<td>Due date &amp; Time for Submission of Tender</td>
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Technical Bid (Part – 1)

1. SCOPE OF WORK

NABARD, Haryana RO intends to make a documentary film/short film focusing to showcase its profile, Projects overview, various processes, activities & timeline involved, successful implementation of projects of importance, achievements, best practices, utilization of Information Technology, inspiring success stories etc.

This may be used at various platforms by NABARD for apprising about the institution & its achievements through projects by assessing the pre & post project scenarios.

The successful bidder will be provided the basic details about the NABARD and its projects to help prepare the film. The filmmakers will have to submit a rough script along with a concept note, jingle lyrics and prepare the film within the said deadline and manage the entire production & shooting across the locations in District Sirsa, Haryana. The film should have an important element of Music and Sound supporting the visuals, hence the filmmakers need to have an expertise on both Audio and Visual aspects that including music and sound-design. The filmmakers will themselves arrange a well-known and recognized singer for the purpose of recording the jingle/story/narration. The film will require shooting in different locations as proposed by NABARD and it is the responsibility of the bidder to successfully manage the shoot from pre-production to post-production in these areas. Details are mentioned as below:-

1.1 Aspects that shall be highlighted, Quality & Technical Requirements:

- Collection and Compilation of information and material available with NABARD for these initiatives. Presentation of story board
- Preparation of script and receiving the approval of NABARD
- Arrangement of manpower/equipments in Distt. Sirsa for continuous supervision and execution of quality work despite of difficulties faced in various areas. The travel and stay expenses to District Sirsa, arrangement of models, anchors, shooting, editing, jingle, 2D/3D animation & characters, all kind of graphics, titling/sub-titling/text, music, voice over, background effects, special effects etc. , shall be a part of the assignment.
- Social impact of the work done by NABARD and the feedback from various stakeholders & beneficiaries.
- Shooting should be done by high quality HD Cameras and Video shall be produced in progressive HD format. The video shoot ( in 4K technology) and has to cover at least 10-12 location shoots including drone shoots
- Videos should have an important element of Music and Sound supporting the visuals, hence the filmmakers need to have an expertise on both Audio and Visual aspects that including music and sound design with sufficient & High quality infrastructure.
- The filmmakers will themselves arrange a recognized anchor/singer for the purpose of recording the background score/ jingle/narration as per requirement of NABARD
- Appropriate use of modern editing techniques including rendering of text/visuals, multilayering, composting, chromo key, special effects etc. should be made to make the film visually very rich. The video film should meet the telecast standards of all public and private channels.
- Development of Audio-visual content, scene coverage, editing, voice overs and text input to explain the importance of topics. Required work relating to colour grading/correction, motion graphics and music tracks etc. , shall be done by the agency.
- The filmmaker has to provide visual effects, graphics, 2D/3D modelling and animation tools to make documentary/shortfilm more effective or as per need of NABARD
- Video/film should be compatible with Automatic Dialogue replacement (ADR).
- Necessary high-end tools & infrastructure should be used for high quality & impactful promotion of documentary/shortfilm.
• Videos should be compatible to be run on internet (viz. youtube etc), mobile phones, TV & cinema etc. as per requirement of NABARD.

**Deliverables:** Following deliverables shall be submitted upon completion and achievements of these two projects of NABARD:

A. Short documentary films/ videos:
   • Separate uncut videos of duration approx. 10 minutes or as per requirement of NABARD.
   • Final edited video with suitable background score/jingle/song/narration of duration approx. 5 minutes duration.
   • Videos shall be delivered on Hard Drive/ Pen Drive/ CD/ DVD etc. and through online file transfer links or any separate upload link provided by NABARD
   • Said film primarily should be in Hindi language, However as per requirement it may be asked for dubbing in English or any other Indian language.
   • Mixed and unmixed version along with raw footage should be provided.
   • The videos will be property of NABARD and it has the right to free usage on any platform in future. The agency/any associate does not have any claim like royalty etc. in this regard.
   • Two master copies ( both mixed/unmixed with or without cut ) hard drive/pen drive/ DVDs etc.& 50 CDs/DVDs of final print with NABARD logo /project description on cover of each project.

2.0 **Performance**

2.1 The Bidder is required to submit the Time Schedule/Plan for completion of the assignment. The Time Schedule/Plan should be prepared in such a way that work may start immediately after the issuance of work order as per scope of work/requirement of NABARD. Agency may propose their milestone targets to complete the work before schedule.

2.2 The agency concerned shall also provide Name/Contact Nos./Email IDs/Fax No. of all Key management officials.

2.3 Completion of assignment in time is most important element of the contract/work.

3. **TIMELINES:** successful bidder is to complete the assignment as per following schedule:

3.1 Agency has to submit script / story board of documentary within 07 days of award of work.

3.2 NABARD official may visit the studio at any time during the production process for review of documentary, making any number of changes etc. to get the best results for recording, superimposing, vision mixing and editing works etc.

3.3 Agency has to complete the shooting and all associated activities of Pre & Post production & submit final deliverables within 30 days from the date of issue of work order including mix-master of the film along with all deliverables. In exceptional case, the extension will be granted by NABARD on written request from the bidder/tenderer with reasons.

4. **GENERAL TERM & CONDITIONS OF TENDER/ BID**

1. Each bidder should submit ONLY SINGLE bid. The bid will be evaluated on the basis of gross amount-quoted in the bid.

2. Consortium/ Joint Venture Firm are not allowed to participate in this tender

3. The bidder shall ensure that deployed personnel are trained and experienced for jobs as defined in scope of work for ensuring the high quality and correctness of jobs to be carried out in a highly professional manner.

4. The bidder should submit the requisite tender documents by stamping and initial on all pages as token of their acceptance.
5. The EMD amount of Rs., 20,000/- (Rs. twenty thousand only) shall be paid in the form of cheque/banker’s cheque drawn in the name of “NABARD” and payable in Chandigarh. The EMD of unsuccessful bidders will be refunded with in two weeks after encashment of EMD amount. The EMD of successful bidder will be retained by NABARD and refunded in the final bill of agency. The EMD amount will not bear any interest amount.

6. NABARD reserves right to ask for submission of document at any stage & also the right to verify/confirm all original documents & failure to produce the same within the period as and when required and notified in writing. Non-compliance of this may result in rejection of the bid.

7. Engagement with NABARD does not confer any right to the agencies to be invited for participating in any bids, tender etc. floated by NABARD. NABARD reserves the right to call bids/assign work/associate the agency(ies) in any area as may be deemed fit or assign the similar work in future at the quoted rates.

8. The bidder will include in the quoted rates; cost of all the main parameters in scope of work, incidental charges, applicable taxes etc. to complete the work successfully. Nothing extra will be paid by NABARD to successful agency in this regard.

9. NABARD will not, in any case, responsible or liable for any loss, harm to your staff/equipments during execution of the projects.

10. NABARD reserves the right to withdraw the work & get it completed at the risk & cost of the agency, if performance of the agency is unsatisfactory, to whom work has been awarded. Further, the said agency may be blacklisted for a period of two years or more for participating in any of the bids invited by NABARD. Also, NABARD would be free to intimate such blacklisting to various state/central utilities/Ministry of Power/State Governments/Other agencies not to consider the said agency for any assignment including of the same on websites.

11. NABARD reserves the right to accept or reject any or all requests for engagement without assigning any reason or to accept in parts and engage more than one agency at its sole discretion.

12. Acceptance of the application(s) constitutes no form of commitment on the part of NABARD. Furthermore, this acceptance of the application confers neither the right nor an expectation of minimum order within the proposed project.

13. NABARD reserves the right to accept the whole or its part of any responses with any short fall at its sole discretion.

12. NABARD reserves the right to call for fresh tenders/financial bid invitation at any stage and/or time as per the present and/or envisaged RECPDCL requirements even if the tender is in evaluation stage or in any stage.

14. NABARD reserves the right to modify, expand, restrict, scrap, re-float the tender without assigning any reason for the same or after pre-bid meeting.

15. Validity of Bid shall be 180 days from the last date of bid/tender submission.

16. No price escalation is applicable on account of any statutory payments increase or fresh imposition of custom duty, excise duty, sales tax or duty leviable in respect of the major components of the system.

17. EMDs received late due to any reason including postal delay will not be considered. The bid without EMD will not be accepted.

18. Bidder’s quoted rates should be firm and fixed. No price variation and escalation will be allowed.

19. Bids must be submitted in English language only.

20. Incomplete, telegraphic or conditional tenders are not accepted.

21. If due to any reason, the due date is declared as a holiday, the tender will be opened on next working day at the same time.

22. The Bids with validity of less than 180 days from the last date of bid submission shall not be considered. The validity can be further extended as per requirement of NABARD.
23. Any or all Bids may be rejected or accepted partially or fully without assigning any reason thereof by Chief General Manager, NABARD, Haryana RO, Chandigarh.

24. Canvassing in any manner is strictly prohibited. The same will lead to rejection of the submitted bid.

25. The Production house/agency/bidder should not have been blacklisted by any Central /State Government / Public sector Undertaking, Govt. of India.

26. The Production house/agency/bidder should not be involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this expression of interest and in the execution of this contract.

5.0 Payment terms:

The payment to the Bidder for the performance of the works under the contract will be made by NABARD as per the guidelines and conditions specified herein. The final payment will be made on completion of all the works and on fulfilment by the agency obligations under the contract subject to acceptance by NABARD.

The payment will be made to successful Bidder after the award of work, in the following manner:

a) No advance payment shall be made
b) 100% payment will be released on submission of final prints/videos & deliverables subject to acceptance as per quoted rates and approved by NABARD.
c) In case of travelling outstation for the purpose of shooting at various location across District. Sirsa and visit from your office, these expenses shall be included in the quoted rates and nothing extra/additional will be paid to agency on this account.

6. Liquidated damages (LD) for delay for completion of work

6.1 The timely completion of the assignment is the essence of the contract. In the event of failure to complete the assignment within the stipulated completion period, the liquidated damages are payable by the agency. The liquidated damages for delay in completion of the works will be levied at 0.25% of the value of the accepted tender/bid for every week of delay or part thereof, subject to maximum of 5% of the value of the accepted tender.

6.2 In case of continued non-satisfactory performance, NABARD has the right to withdraw the work & get completed the work at the risk and cost of the agency. Further the agency may be blacklisted for a period of two years or more for participating in any of the bids invited by NABARD. Also, NABARD would be free to intimate such black listing to various state/central utilities/ Ministry of Power/State Governments/other agencies not to consider the said agency for any assignment including of the same on websites.

7.0 Deviation:

The bidder must comply with the Scope of work, all terms and conditions & milestone target for execution of work as per bid document. No deviation on the lower side in this regard shall be accepted.

In case of any deviation, Bids shall be summarily rejected.

7.1 Bidders may be present in person or may send their authorized representative at the time of opening of bid as per schedule. No further intimation shall be given if there is no change in the schedule. It is expected that all bidder shall attend the opening of bids. However, bids shall be opened and decision shall be taken even in absence of representative if the bid opening is not attended.

7.2 NABARD reserves the right to reject any offer in full or in part. & award the work to one or more than
one bidders, without assigning any reason thereof and without incurring any liability to the affected bidders for the action of NABARD.

7.3 In case it is decided to split the work to more than one agency at the lowest received rates, preference of work may be given to the agency which quoted the lowest rates in response to tender enquiry.

8. Force Majeure

The NABARD and Agency shall ensure due compliance with the terms of this tender/work order. However, no party shall be liable for any claim for any loss or damage whatsoever arising out of failure to carry out the terms of the tender/work order to the extent that such a failure is due to force Majeure events which include fire, riot, strike, and lockout, forces of nature, accident, and act of God. But any party claiming the benefit of this clause shall satisfy the other party of the existence of such an event and give written notice within 72 hrs. of occurrence to the other party to this effect. The services covered under this tender/work order shall be started as soon as the condition of force majeure ceases to exist against the particular party to this tender/work order.

9. DISPUTES RESOLUTION & ARBITRATION

i. Disputes under the agreement shall be settled by mutual discussion.

ii. However, in the event amicable resolution or settlement is not reached between the parties, the differences of disputes shall be referred to and settled by the Sole Arbitrator to be appointed by Chairman, NABARD.

iii. The arbitration proceedings shall be in accordance with the prevailing Arbitration and Conciliation Act, 1996 which has been recently amended as Arbitration and Conciliation (Amendment) Act, 2019 or enacted from time to time.

iv. The venue of the arbitration shall be Chandigarh, India.

v. The fee & other charges of Arbitrator shall be shared equally between the parties.

The Arbitrator will give the speaking & reasoned award. The party will not be entitled to any interest during arbitration proceedings.
ARTICLES OF AGREEMENT

ANNEXURE

(On a Rs 100/- Non-Judicial stamp paper)

ARTICLES OF AGREEMENT made on this …………. day of ……… (month) ….. between the National Bank for Agriculture and Rural Development (NABARD) (hereinafter called “the Employer”) and having its Haryana Regional Office, at Plot No- 3, Sector – 34 A, Chandigarh – 160022 of the one part and M/s ………………………………… (hereinafter called “the Tenderer” or “the bidder”) and having its registered office at ………………………………………………………………………………… Chandigarh …………………… of the other part.

WHEREAS the Employer is desirous of getting executed the work of “Preparation of two Video Films on success story of NABARD on livelihood programme (LEDP) & E-Shakti project in Distt. Sirsa, Haryana” and has caused the technical and price bids showing and describing the work to be done under the direction of the Employer.

AND WHEREAS the said technical bid and the price/financial bid have been signed by or on behalf of the parties hereto.

AND WHEREAS the Tenderer(bidder) has agreed to execute upon and subject to the conditions set forth in the technical & financial bids and Conditions of Contract (all of which are collectively hereinafter referred to as “the said Conditions”) the work shown upon the said technical specifications, and included in the financial bid at the respective rates therein set forth amounting the sum as therein arrived or such other sum as shall become payable there under (hereinafter referred to as “the said contract amount”).

NOW IT IS HEREBY AGREED AS FOLLOWS:-

1. In consideration hereinafter mentioned, the Tenderer will upon and subject to the conditions annexed, carry out and complete the works shown in the contract, described by or referred to in the Schedule of Quantities and in the said conditions.

2. The Employer shall pay the Tenderer the said contract amount or such sum as shall become payable at the times and in the manner specified in the said conditions.

3. The said Conditions and Appendix thereto and the documents attached hereto shall be read and construed as forming part of this Agreement and the parties hereto shall be respectively abide by, submit themselves to the said Conditions and the correspondence and perform the agreement on their part respectively in the said conditions and the documents contained herein. This Agreement and documents mentioned herein shall form the basis of this contract.

4. This contract is an item rate contract for carrying out the work of “Preparation of two Video Films on success story of NABARD on livelihood programme (LEDP) & E-Shakti project in Distt.
Sirsa, Haryana” and to be paid for according to actual measured quantities at the rates contained in
the Schedule of Quantities/Rates and probable quantities or as provided in the said conditions.

5. The Tenderer shall afford every reasonable facility for the works of all the other Contractors, who are engaged by the Employer and shall make good any damage done by them or their people to any of the Employer’s property after the completion of such works.

6. The Employer reserves to itself the right of altering the nature of work by adding to or omitting any items of work or having portions of the same carried out by engaging any other contractor / agency at it’s sole discretion without prejudice to this contract. The contractor shall not have any right to claim loss of profit / loss of opportunity to work from the Employer.

7. The tenderer shall have to submit the final bill and once the final bill is settled by the Employer, the tenderer will not have any right to claim for either any tender related or non-related work.

8. Time shall be considered as the essence of this contract, and the Tenderer hereby agrees to complete the entire work within twenty days (20) days as prescribed in the tender, which shall be reckoned from the date of issue of work order subject nevertheless to the provision for extension of time as permissible by the Employer.

9. All disputes arising out of or in any way connected with this agreement shall be deemed to have arisen in Chandigarh and only the sole Arbitrator as appointed by Chairman, NABARD upon mutual consent in Chandigarh shall have the jurisdiction to determine the same.

10. That the all parts of this contract have been read and fully understood by the tenderer.

IN WITNESS WHEREOF the Employer has set its hands to these presents through its duly authorized officials and the Tenderer has caused its common seal to be affixed hereunto and the said two duplicates/ has caused these presents and the said two duplicates here of to be executed on its behalf, the day and year first herein above written.

Signature Clause

SIGNED AND DELIVERED by the

National Bank for Agriculture and

Rural Development by the hand of

Shri
In the presence of:

Witness #1
Signature:
Name:
Address

Witness #2
Signature:
Name:
Address

SIGNED AND DELIVERED by the Bidder

(Name, Signature & Designation)

Witness #1
Signature:
Name:
Address

Witness #2
Signature:
Name:
Address
Financial Bid (Part-2)

Preparation of two Video Films on success story of NABARD on livelihood programme (LEDP) & E-Shakti project in Distt. Sirsa, Haryana

Schedule of Quantities:

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<th>Particulars</th>
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<th>Rate (Rs.) with all taxes</th>
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| 1      | Preparation of short film video including charges for script, detailed shot-by-shot storyboard (for video-spots) location, travel and stay expenses to District Sirsa, models, anchors, shooting, editing, jingle, 2D/3D animation & characters, all kind of graphics, titling/sub-titling/text, music, voice over, background effects, special effects etc. as well as details mentioned in “scope of work” described in Technical bid (part -1)  
Deliverables- Two master copies (both mixed/unmixed with or without cut ) hard drive/pen drive/ DVDs etc.& 50 CDs/DVDs of final print with NABARD logo /project description on cover of each project. |          |                          |              |
| 1.1    | Short video film on LEDP in Distt. Sirsa of 05 minutes duration and un-cut of 10 minutes duration | 1.0      |                          |              |

**Rate in words :**

| 1.2    | Short video film on E-Shakti project in Distt. Sirsa of 05 minutes duration and un-cut of 10 minutes durations | 1.0      |                          |              |

**Rate in words :**

|       | TOTAL                                                                 |          |                          |              |

Total amount in words : Rs.

Accepted all terms & conditions

Date : (Signature of authorised person)

Place : (Seal/stamp of the agency)

Note – In case of discrepancy between the rate quoted in figure and words, the rate in words will be taken as correct quoted rate by the agency for that item. Hence, you are requested to check the quoted rate in words and figure properly.