

UNION TERRITORY CHILD PROTECTION SOCIETY  
under the aegis  
DEPARTMENT OF SOCIAL WELFARE  
CHANDIGARH ADMINISTRATION,  
Near Vatika School, Sector- 19/B, Chandigarh

Bid Document  
(For making short film)

Union Territory Child Protection Society, Chandigarh Administration invites bids from reputed Production Houses/ Advertising Agencies for production of one short film on the theme of "Child Rights and Child Protection Issues" Production Houses/Advertising Agencies having previous experience in similar projects and interested to work on Directorate of Advertising and Visual Publicity (DAVP) or lesser rates may send their detailed proposals along with show reel to the Member Secretary-cum-Director, Social Welfare, UT, Near Vatika School, Sector- 19/B, Chandigarh and latest by:

1.	Physical Submission of detailed Proposal and EMD	End Date 16/02/2016 by 11:00AM
2.	Opening of Technical Bid	On 16/02/2016 by 12:00 Noon
3.	Opening of Financial Bid	Will be intimated later on

1. The detailed terms and conditions may be collected from the above mentioned address from 10:00 AM to 5:00 PM on any working day. For any clarification, please contact: Program Manager, Union Territory Child Project Society (Tel: 0172-2548000).
2. The Member Secretary-Cum-Director Social Welfare, Chandigarh Administration reserves the right to accept or reject any or all the TENDERS without assigning any reason what so ever.

Member Secretary  
Union Territory Child Protection Society  
-Cum-Director Social Welfare  
Chandigarh Administration

## TENDER DOCUMENT

### 1. Scope of Work:

Sealed Bids are invited in two bid system from Agency/organization/individuals for making of short film of 15 minutes on High Definition format, on the theme of "Child Rights and Child Protection Issues." The Union Territory Child Protection Society intends to produce short film on "Child Rights and Child Protection Issues" for awareness generation and sensitization on the theme and showcase the movie at various forums, Government/private schools, colleges, institutions and other social events. The main script should be in Hindi with subtitle in English and dubbed in Punjabi and English. The films should have an emotive element with intensity and depth and must inspire the viewers on the theme - changing social mindsets and bringing about an attitudinal change in the society is the purpose. The film on the "Child Rights and Child Protection Issues" may cover children in need of care and protection- child labour/child abuse /foster care/adoption etc. as per Integrated Child Protection Scheme."

### 2. Eligibility Criteria

- 2.1 The bidders/production agencies should have minimum average annual financial turnover of Rs 3 lacs (Rupees three lacs) during the last three financial years. (i.e. 2012-13, 2013-14 and 2014-15).
- 2.2 During last 7 years the agency should have already produced/handled at least two similar documentary/promotional/short films of 10 -15 minutes, under their own banner costing each not less than the amount equal to 50% of the estimated cost of Rs. 7.20 lacs (inclusive of all taxes) on account of master, dubbing and language version.
- 2.3 The agency /production house should have latest technology cinematography for video creativity, background music and video should be presentable at National level.

3. Criteria of Technical Evaluation: The evaluation matrix along with the maximum marks that can be scored is as given below:

Sr. No.	Details required/parameters on which bidder will be scored.	Maximum Marks
(a)	The bidders must showcase two of corporate/documentary films of at least 5-10 minutes already executed/handled by the bidders to evaluate the quality of the project	30
(b)	To assess the technical skills, the bidders will be asked to critically evaluate a movie shown to him and give his comments on what was good about it and how he would re- do it in the given budget.	20
(c)	The agency should have necessary infrastructure like High resolution camera with camera men, Pota Lights, Sound recorder with camera or mic, VO Studio, Music, Post – Production, Graphics etc. script writer,	20

	Director, Voice Over Artist, Cameramen, post-production team, expertise of dubbing voice in Hindi, English and Punjabi languages – spoken and written.	
(d)	Concept Paper on how the Bidder will make a Film on the theme he intends to make (1000 Words )	30

##At the time of selection /finalization of the concept/script, the Agency shall make a detailed presentation to the Chairperson and Member Secretary, UTCPS. The final film shall be executed after incorporating the comments of Chairperson, UTCPS-cum-Secretary Social Welfare, UT and Member Secretary, UTCPS -cum-Director Social Welfare Department, UT.

#### 4. Guidelines for Submission Of Technical and Financial Bid:

Sealed technical and financial bids in separate envelopes are required to be submitted, superscribing the "Bid for Short film on Child Rights and Child Protection Issues on the envelope well before the due date and time as stipulated in the advertisement. Bidders may note that conditional bids are not allowed and shall be liable for rejection summarily, without assigning any reason.

4.1 Cover 1: Technical Bid: Superscribed "Technical Bid for Short Film on Child Rights and Child Protection Issues" and to include the following documents:

- a) The details of short films made by the Agency/organization/individuals along with copies of the video films in DVD format.
- b) The Bidder shall be required to submit filed copies of income-tax returns of last three financial years with TAN/PAN number. The bidder should also submit, duly verified by a Chartered Accountant (indicating membership no of Chartered Accountant in his seal), balance sheets and profit and loss accounts of his firm/company for the preceding three years along with Self Attested copy of Service Tax Registration Certificate.
- c) Bid-data of the key persons of his/her creative team. Composition of creative team to be submitted along with bio-data of at least Director, Cinematographer Script Writer & Music Director, work done by the members of the creative team as well as the bidder, may be stated along with the documentary proof. The bidder will also submit documentary proof of ownership/retainer-ship of production facilities, if any.
- d) The Bidder will submit a certificate to the effect that the information submitted by him/her is correct. Anyone found guilty of furnishing false information shall be disqualified directly.
- e) The bidder or his/her duly authorized representative may be required to make presentation before the Technical Committee of the Union Territory Child Protection Society-cum- Social Welfare Department, UT at his/her own cost.

- f) The Bidder shall submit an affidavit that they have not been at any time individually or collectively blacklisted or banned or delisted for any government or Quasi Government of Agencies or PSUs.
- g) Earnest Money Deposit "EMD of Rs. 50,000/- (Rs. fifty thousand), should be submitted in the form of FDR/ irrevocable and unconditional bank guarantee valid for six months in favour of, Union Territory Child Protection Society, Chandigarh. EMD will be returned to the unsuccessful, bidders after the final selection.
- h) For the selected bidder, EMD amount would be retained as performance security valid upto 60 days beyond the date of completion of work.
- i) The performance security shall be subject to forfeiture in case of unsatisfactory / substandard quality of film, in addition to other punitive action as the Member Secretary, UTCPS-Cum-Director Social Welfare Department, UT may deem fit.
- j) The bidder will also have to submit a show-reel of his production work undertaken in the last 3 years.
- k) The bidder will be required to display capability for multi-language translation.

4.2 Cover 2: Financial Bid: Superscribe the "Financial Bid for Documentary Film on "Child Rights and Child Protection Issues" duly dated and to include the following documents/details:

The maximum ceiling of financial bid on the theme Child Rights and Child Protection Issues has been worked out and fixed at Rs. 7.20 lacs, at DAVP rates (Inclusive of all taxes)for production of short film 15 minutes but the agency is to quote discount percentage on maximum ceiling. However, in case re-voiceover, re-shooting and re-editing additional payment amount to Rs 12,000, Rs. 30,000 and Rs. 18,000 respectively will be payable. No other payment will be made. Therefore, while quoting the discount percentage; the bidders should take into account all aspects such as applicable taxes, boarding and lodging expenses of personnel required by the bidders etc.

4.3 Outer Cover: The outer sealed cover containing Cover 1 and Cover 2 as indicated above should be super scribed as "Technical and Financial Bid for Documentary Film on Child Rights and Child Protection Issues and should have the full name, Postal Address, Fax, E-mail and Telephone number of the bidding agency and should be submitted to the Member Secretary, UTCPS-cum-Director Social Welfare, UT, Chandigarh Administration.

#### 5. Bid Rejection Criteria:

- 5.1 Bids shall be categorically rejected if the bids received after Tender closing date and time.
- 5.2 Bidder's failure to submit sufficient or complete details for evaluation of the bids within the given period.
- 5.3 Bids with technical requirements and or terms not acceptable to Union Territory Child Protection Society.

## 6. Schedule of Payment

6.1 An advance of 25% (of L-1 amount) will be given during production stage when raw film will be submitted for review and approval of Chairperson, Union Territory Child Protection Society. The Department may ask for Bank Guarantee from the Agency in order to safeguard the interest of the Government.

Or

6.2 Any other advance payment may be made to the Agency as decided by the Chairperson, Union Territory Child Protection Society. But the advance payment shall not be more than 25 % of L-1 amount. The Department may ask for Bank Guarantee from the Agency in order to safeguard the interest of the Government.

6.3 Balance payment will be released only after final version of film complete in all respects is received and approved by the Chairperson, Union Territory Child Protection Society, Chandigarh Administration. (DVD format). The main script should be in Hindi with subtitle in English and dubbed in Punjabi and English.

## 7. GENERAL TERMS AND CONITIONS

7.1 Period of validity of the Tender is 90 days from the closing date of the bids.

7.2 The bidders, whose technical bids are found as qualified by Technical Committee, shall be shortlisted for financial evaluation.

7.3 During the course of technical evaluation if found necessary, UTCPS and the Social Welfare Department, UT may seek supplementary details and the same be submitted within the stipulated time. Non-submission of such details in time may render such bids for disqualification from further evaluations.

7.4 All the technically shortlisted bidders shall be separately notified in writing or through mail.

7.5 The marks awarded to the bidders in the technical evaluation will be given a weightage of 80 percent. Similarly, the financial bids of the bidders will be given a weightage of 20 percent. The combined score of technical and financial bids will determine the top scorer who will be awarded the contract.

7.6 After selection of the agency, the agency will be issued a work order. On accepting the work order, the agency will immediately start shooting for the film as per the approved concept note. All Necessary permissions for the film shoot will be obtained by the agency. The agency is required to complete the shoot within 30-45 days from the date of receiving the work order and submit a rough cut of the film for preview and approval. After obtaining approval on the rough cut, the agency will submit the final version within 15 days, incorporating voice over, music track, etc. for final review and approval.

7.7 The ownership of the documentary both the unmixed & mixed versions will at all times rests with Union Territory Child Protection Society, Chandigarh and the agency

will have no proprietary or other rights in respect to the same and will not use the material in any way.

- 7.8 The Bidder with seal of the firm should sign each document attached with the bid.
- 7.9 The Society reserves the rights to relax any of the terms and conditions.
- 7.10 The decision of the Member Secretary of this society/ authorities/authorized officer regarding approval of rates will be final. No complaints in this regard will be entertained.
- 7.11 Bidder must state categorically whether or not his offer conforms to all the tender terms and conditions.
- 7.12 All costs and expenses incurred by the Bidder in any way with the development, preparation and submission of bid including but limited to, the attendance at meetings, discussions, demonstrations etc and providing any additional information required by the Union Territory Child Protection Society, Chandigarh will be borne entirely and exclusively by the Bidders.
- 7.13 No producer will be eligible to have empanelment in more than one name (either in his own name or in the name of his/her close relative). Employees and close relatives of employees of Union Territory Child Protection Society and of Social Welfare Department, UT and its Media units/autonomous organizations will not be entitled to entrust the work. (Close relative means spouse, dependent children/parents/brothers/sisters and other dependents).
- 7.14 The Union Territory Child Protection Society, Chandigarh reserves the right to reject the applications without assigning any reason and reserves the right to deduct full cost or apart thereof from the bill, in case work undertaken by the Agency/Producer is found sub-standard or unsatisfactory or not as per the specifications. All disputes will be settled under the jurisdiction of Chandigarh.

Member Secretary  
Union Territory Child Protection Society  
-Cum-Director Social Welfare  
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