



भारतीय उष्णदेशीय मौसम विज्ञान संस्थान

(पृथ्वी विज्ञान मंत्रालय, भारत सरकार का एक स्वायत्त संस्थान)

डॉ. होमी भाभा मार्ग पाषाण, पुणे- ४११ ००८

INDIAN INSTITUTE OF TROPICAL METEOROLOGY

(An Autonomous Institute of the Ministry of Earth Sciences, Govt. of India)

Dr. Homi Bhabha Road, Pashan, Pune - 411 008. India



सं. / No. IITM/LIP/Film/01/2019/
मेसर्स/M/s.

दिनांक/Date:

प्रिय महोदय / Dear Sirs,

“दिनांक _____ की पूछताछ से _____ की अनुकिया में दिनांक _____ की नवोदित दर सूची,” लिफाफे पर लिखे मुहरबंद निवोदित दर सूची निम्नलिखित फिल्मों के निर्माण के लिए संस्थान दिनांक _____ के 12.00 घंटे तक निमंत्रित है जिन्हे उसी दिन 15.00 घंटे तक खोला जाएगा।

Quotation in sealed cover superscribed there on Quotation due on **27/05/2019** in response to Enquiry No. **IITM/LIP/Film/01/2019** dated **09/05/2019** are invited for making a documentary film on IITM (as mentioned in the table below) so as to reach this institute latest by **12-00 hours on 27/05/2019** which will be opened on the **same day** at 15-00 hours.

सामान्यतः खोलने के दिनांक से कम से कम 90 दिनों की अवधि तक यह निवेदित दरसूची वैध रहेगी।

The quotation shall normally remain valid for a minimum period of 90 days from the date of opening.

इस पष्ठ की दूसरी और छपे अनुदेशों को ध्यान में रख कर निवोदित दरसूची भरी जाएगी।

The quotation shall be filled in with the consideration to the instruction printed overleaf.

क्रम सं. Sr. No.	फिल्म का विवरण Description of Film	एकक Unit	मात्रा Quantity
01.	Making/production of HD documentary (shooting, script, direction, animation, editing, voice over, etc.) completed in all respect for viewing and transmission: (A) a ~10 minutes base longer version with English voice over and Hindi subtitles; (B) copy of the same 10 minutes longer version with Marathi voice over; (C) a ~4 minutes short version edited from long version of A and B. (Specifications – As per enclosure)	Job	01

Note:- (1) **Enquiry Letter No. and due date** should be mentioned on the top of Technical Bid envelope.

(2) Quotation by fax / e-mail will not be considered.

भवदीय/Yours faithfully

(यो. शं. बेलगुड़े/Y. S. Belgude)

सहायक प्रबंधक / Assistant Manager

कृते निदेशक/for Director

Instructions/Terms and Conditions

1. Quotation received after the due date will not be considered.
2. Quotation must be filled in legibly and overwriting/corrections, erasures etc. if any, must be duly attested, and **ON YOUR LETTERHEAD ONLY**.
3. The rates shall be quoted according to the units indicated in the enquiry letter. When the rates are quoted in units different from those specified, the relation between the units shall be furnished.
4. The exact delivery period and terms of delivery shall invariably be mentioned in the quotation.
5. The rates should preferably include all charges, taxes, duties etc. Also these charges shall be shown distinctly and separately.
6. Work to be completed within 20 days from the date of the acceptance of the work order.
7. Payment will be made within 30 days on completion of the ordered work.
8. Quotations, not fulfilling the above instructions, are not likely to be considered.
9. The Institute reserves the right to accept or reject any quotation or part thereof without assigning any reason thereof.
10. Quotations must clearly indicate the breakup of Unit charges [GST, Transport, Transit Insurance, etc.].
11. No advance can be paid.
12. Payment: **100%** payment will be made after completion of the work to the satisfaction of IITM.
13. The price should be firm and irrevocable and not subject to any change whatsoever, even due to increase in the cost of raw materials and components and Rupee-foreign exchange conversion rate.
14. This Institute (IITM) is registered with Department of Scientific and Industrial Research (DSIR) for purposes of availing **GST concession** in terms of Notification No. 47/2017-Integrated Tax (Rate) dt. 14/11/2017, Notification No. 45/2017-Central Tax (Rate) dt. 14/11/2017 and Notification No. 45/2017-Union Territory Tax (Rate) dt. 14/11/2017. The maximum GST is applicable @ 5% only for goods procured for research purpose of the Institute.
15. This Institute is following and abide with the Public Procurement (Preference to Make in India), Order 2017, DIPP, MoCI Order No. P-45021/2/2017-B.E.II dated 15th June 2017 and subsequent amendments to the order. Accordingly preference will be given to the Make in India products while evaluating the bids, however, it is the sole responsibility of the bidder(s) to specify the product quoted by them is of Make in India product along with respective documentary evidence as stipulated in the aforesaid order in the technical bid itself.
16. The Bid prepared by the Bidder shall include the following:-

i)	Bid Security To be submitted by the Bidder : for Rs. 16,000/- (Rupees Sixteen Thousand only)
ii)	Forms as specified in Annexure-H

All bids must be accompanied by a Bid Security as specified above and must be delivered to this office before the date and time as indicated in the tender document. In the event of the date specified for bid receipt is declared as a

closed holiday, the due date for submission of bids will be the following working day at the appointed time.

The Bidder shall furnish, as part of its bid, a Bid security (BS)/Earnest Money Deposit (EMD) of amount as specified in NIT/Tender Document in the form of a Bank Guarantee/Demand Draft drawn on any Scheduled/Commercial/Nationalized Bank in favour of “Director, Indian Institute of Tropical Meteorology, Pune”, an original copy of the same has to be kept in the Technical Bid envelop which needs to be submitted on or before date submission of bids. Alternately EMD amount can be deposited in IITM, Pune account by RTGS/NEFT/SWIFT. The details of online transfer may be communicated to IITM Pune immediately.

Bids submitted without BS/EMD will stand rejected. BS/EMD will not be accepted in the form of cash/cheque or any other form other than DD/Banker's Cheque/TDR/Bank Guarantee. No interest is payable on BS/EMD.

The bid security is required to protect the Purchaser against the risk of Bidder's conduct, which would warrant the Bid security's forfeiture.

The bid security shall be in Indian Rupees for offers received for supply within India and denominated in the currency of the bid security shall be in one of the following forms at the bidders' option:

(a)	A Bank Guarantee (BG) issued by a Nationalized / Scheduled bank / Commercial/Foreign Bank operating in India in the form provided in the bidding documents and valid for 45 days beyond the validity of the bid. In case a bidder desires to submit a BG issued from a foreign bank, then the same should be confirmed by a Nationalised/Scheduled Indian bank; OR
(b)	A Banker's cheque or demand draft in favour of the Purchaser issued by any Nationalised/Scheduled Indian bank/Commercial bank. OR
(c)	EMD amount can be deposited in IITM, Pune account by RTGS/NEFT/SWIFT. Account No. : 11099449733 Bank Name and address : STATE BANK OF INDIA IFSC Code : SBIN0000454 Swift Code : SBININBB238

The bid security should be submitted in its original form. Copies shall not be accepted.

Bid security/EMD is mandatory requirement and exemption is applicable to the firms registered with NSIC/MSME only for the manufacture of the tendered goods and not for selling products manufactured by other companies.

The Bid Security of unsuccessful bidder will be discharged/returned as promptly as possible but positively within a period of 30 days after the expiration of the period of bid validity or placement of order whichever is later, without any interest.

In case a bidder intimates at the time of tender opening in writing that the bid security is kept inside the financial bid, then in such cases, the technical bid of the

party would be accepted provisionally till opening of the financial bids with which the party has attached the bid security.

The bid security may be forfeited:

(a)	If Bidder withdraws or amends or modifies or impairs or derogates its bid during the period of bid validity specified by the Bidder on the Bid Form; OR
(b)	In case of successful Bidder, if the Bidder fails to furnish order acceptance within 02 days of the order.

Whenever the bidder chooses to submit the Bid Security in the form of Bank Guarantee, then he should advise the banker issuing the Bank Guarantee to immediately send by Registered Post (A.D.) an unstamped duplicate copy of the Guarantee directly to the Purchaser with a covering letter to compare with the original BG for the correctness, genuineness, etc.

17. **Liquidated damages:**
- i) The date of delivery of the film stipulated in the Work Order, if issued, shall be deemed to be the essence of the contract and delivery must be completed not later than the date specified therein.
 - ii) If the firm/agency fails to make the films as per specifications mentioned in the order within the due date, the firm is liable to pay liquidated damages of 0.5 percent value of the Work Order awarded, (per every week delay) subject to a maximum of 10% beyond the due date and such money will be deducted from any money due or which may become due to the firm. Here, the Director, IITM will be the final authority to take such decisions which will be binding on the firm.
18. Firm is required to give acknowledgement and acceptance of the work order within two working days.
19. **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.
20. **Bid Submission:**
- (i) The proposer/bidder must submit its Technical Proposal and Financial Proposal in two separate 'sealed envelopes' (duly super-scribed "Technical Bid" and "Financial Bid" on the each envelope). Both these sealed covers should be enclosed in an outer cover and submitted to this Institute.
 - (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:-
 - Bid security in original as stated above.
 - Technical compliance sheet.

- Registered company/production houses should have GST registration, PAN Number, etc. Enclose certificates and copies of PAN and GST Registration.

(iv) The commercial prices must not be disclosed/mentioned in the technical bid. If found, the bid will be rejected.

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

(vi) The duly signed proposal/bid should reach to: The Director, Indian Institute of Tropical Meteorology, Dr. Homi Bhabha Road, Pashan, Pune – 411 008, on or before 12.00 PM of 27 May 2019. Tenders received (by post or by hand) after due date and time will be summarily rejected. This Institute (IITM) will not be responsible for any postal delay. For any query related to submission of proposal/bid, applicant may contact to The Assistant Manager (Purchase Section) through phone no. 020-25904483 or email: psu.iitm@tropmet.res.in

21. **Bid Evaluation Process:**

Technical Bids will be opened in the first instance and responsive bids will be evaluated by the Techno-Commercial Evaluation Committee. Commercial Bids will be opened of those firms/companies whose bids will be declared as technically qualified by the Committee.

Commercial Bids will be evaluated by the Committee and L1 will be decided for awarding the contract.

22. **Arbitration:** If any dispute, difference, question or dis-agreement 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 this 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 completion or abandonment thereof, it shall be referred to the sole arbitrator appointed by Director, IITM.

23. IITM will provide to-and-fro transport facility only from IITM campus to the shooting places (outside Pune locations) for 01 working day each (Departure in the morning and return in the evening). IITM will not be responsible for any other travelling charges/dearness allowances.

**Indian Institute of Tropical Meteorology
Pashan, Pune – 411 008**

(Enclosure to Enquiry Letter No. IITM/LIP/Film/01/2019 dated 09/05/2019)

TECHNICAL SPECIFICATIONS

Introduction

Indian Institute of Tropical Meteorology (IITM), Pune is an autonomous organization under the Ministry of Earth Sciences (MoES), Government of India. IITM desires to make a state-of-the-art high quality HD documentary of 10 minutes covering various scientific activities of the institute. IITM invites quotations from reputed production agencies/producers for the same. The scope of the work includes the following:

Scope:

1. High quality shooting in HD in and around IITM campus at Pashan (Pune) of around 8 laboratories (instrumentation labs, computer center, institute infrastructure, etc.) along with short bytes/interviews of one/two higher officials.
2. The HD Shooting at institute's campus/site at Mahabaleshwar (also 1-2 points on the way at Mandradevi) and Solapur for one day each (IITM will provide to-and-fro travel from IITM Pune to these places for crew members – early morning departure and evening return).
3. Script writing, animation, voice-over, etc. as approved by IITM.
4. Animation: High quality 2D animation of ~3 minutes will make a part of the film.
5. The final 10 minutes' longer base version of documentary should be voiced over in English with Hindi subtitles and also a copy of the same with Marathi voice over, completed in all respect.
6. A short version of ~4 minutes completed in all respect edited from the longer version of 10 minutes.
7. Duration may vary by 10-20% but no additional payment will be applicable. Professional competent and talented voice artists for voices should be used which need to be approved by IITM.
8. Production, direction, animation, editing, etc. to produce a final high quality HD version completed in all respect for viewing and transmission.
9. The production should be of high quality meeting the industry standards.
10. Appropriate use of modern editing techniques including rendering of text/visuals, multi-layering, compositing, chromo key, animations, special effects, etc. should be made to make the film visually very rich. The video film should meet the international telecast standards of all public and private channels.

Deliverables

Deliverables for each **a)** Bilingual film (English with Hindi subtitles) and **b)** Film in the regional language (film with Marathi voice-over) in 10 and 4 minutes formats in a pen-drive/hard disk are:

1. Master copy of the film including dubbed version in full resolution HD format (.MOV file).
2. Master copy of the film including the dubbed version in MPEG 4 format or its advanced
3. Un-mix master of the film including the dubbed master in HD format (.MOV file).
4. Synopsis of the film (Word file).
5. Compressed file (means, low-quality, small sized files) of the film including all its versions suitable for use online/digital platforms (website, mobile phone, social media, etc.).
6. All the raw footage.

Eligibility

Production Companies/Agencies/Producers who are fulfilling the following conditions will be eligible to apply:

1. The registered company/firm should have at least three years work experience of similar nature in producing high quality documentaries, films, videos and TV programmes.
2. The registered company/firm should have well trained production team (Director, Script Writer, Editor, Animators, etc.)
3. Average turnover of the last three financial years to be submitted by the bidder.

Copyright

IITM shall hold proprietary rights on the use, marketing contents, and intellectual etc. of the final edited film and all shooting material including raw footage.

Payment

100% payment will be made after the successful and satisfactory completion of work in all respects.

Timeline

Work should be completed within 20 days after the acceptance of the work order. This timeline should be strictly followed. Failing which, a penalty of 0.5% of the total value of the project will be charged (as penalty for every week of delay along with other deductions as decided by IITM with a maximum of 10% of the value of the work order).

Note: (i) Technical specifications *compliance sheet* may be enclosed along with technical bid only.

(यो. शं. बेलगुडे /Y. S. Belgude)
सहायक प्रबंधक/Assistant Manager
कृते निदेशक/for Director
ईमेल/E-mail : psu.iitm@tropmet.res.in

PRICE SCHEDULE/COMMERCIAL OFFER FORMAT

Sr. No.	Item Description	Unit Price in INR	Total Cost in INR
01	Making/production of HD documentary (shooting, script, direction, animation, editing, voice over, etc.) completed in all respect for viewing and transmission: (A) a ~10 minutes base longer version with English voice over and Hindi subtitles; (B) copy of the same 10 minutes longer version with Marathi voice over; (C) a ~4 minutes short version edited from long version of A and B.		
02	Total Basic Cost (FOR IITM Pune)		
03	(+) GST (As applicable) (Please refer clause No. 18 of the tender document)		
04	(+) Any other charges / taxes etc. which are not covered as above.		
05	Grand Total		

Compliance Sheet

Sr.No.	TENDER REQUIREMENT	COMPLIANCE	Document Submitted
1	Bid is Signed and Stamped.	Yes / No	Yes / NA
2	This is to certify that we are eligible to bid for this tender as per Annexure-B	Yes / No	Yes / NA
3	Bid Validity (90 days after the date of Bid opening)	Yes / No Bid valid up to _____	Yes / NA
4	Bidder Information Form enclosed as per Annexure-A	Yes / No	Yes / NA
5	Certification of non-black listing (Self Certification) as per Annexure-C	Yes / No	Yes / NA
6	Performance Statement Form enclosed as per Annexure-E	Yes / No	Yes / NA
7	Experience details enclosed as per Annexure-D	Yes / No	Yes / NA
8	Deviation statement form as per Annexure-F	Yes / No	Yes / NA
9	Bid security enclosed.	Yes / No	Yes / NA
10	Copy of Firm's/Company's Permanent Account No. (PAN) issued by Income Tax Department, Govt. of India.	Yes/No.	Yes/NA
11	Copy of last three years' Income Tax Return of the firm/company.	Yes/No.	Yes/NA
12	Copy of Firm's/Company's Goods & Service Tax (GST) Registration issued by GST Department/Authority of the respective state.	Yes/No.	Yes/NA

With seal and signature of the bidder

ANNEXURE - A

Bidder Information Form

(a) [The Bidder shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted. This should be done of the letter head of the firm]

Date : [Insert date (as day, month and year) of Bid Submission]

Tender No : [Insert number from Invitation for bids]

01.	Bidder's Legal Name [Insert Bidder's legal name]
02.	In case of JV, legal name of each party: [Insert legal name of each party in JV]
03.	Bidder's actual or intended Country of Registration: [Insert actual or Intended Country of Registration]
04.	Bidder's Year of Registration: [Insert Bidder's year of registration]
05.	Bidder's Legal Address in Country of Registration: [Insert Bidder's legal address in country of registration]
06.	Bidder's Authorized Representative Information Name: [Insert Authorized Representative's name] Address: [Insert Authorized Representative's Address] Telephone/Fax numbers: [Insert Authorized Representative's telephone/fax numbers] Email Address: [Insert Authorized Representative's email address]
07.	Attached are copies of original documents of: Articles of Incorporation or Registration of firm named in 1, above.

Signature of Bidder _____

Name _____

Business Address _____

ANNEXURE-B

Eligibility Certificate

This is to certify that we are not associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Purchaser (IITM, Pune) to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods to be purchased under this Invitation of Bids / Tender No. _____ dated _____.

Authorised Signatory
Name: _____
Designation: _____

ANNEXURE-C

Non-Black listing Self Certificate

This is to certify that M/s. _____ has not been blacklisted by any Central/State Government Department/organization in the last 3 years.

Authorised Signatory
Name: _____
Designation: _____

ANNEXURE-D

PROPOSER'S/BIDDERS EXPERIENCE

1. Work experience of similar nature in the production of documentaries, videos, films and TV programmes in the last three years (attach a separate sheet if required):

Sl. No.	Name of Production	Year of Production	Form at	Duration	Language	Organization for which produced	Copy of the work order/docum entary proof placed at

2. Awards, certificates and accolades received for video production/programmes

Sl. No.	Programmes	Details

PERFORMANCE STATEMENT FORM

Details of similar films made during past 3 years

Name of the Firm _____

Order Placed by (full address of Purchaser)	Order No. and date	Description and quantity of ordered film	Value of order	Date of completion of deliver as per contract	Date of actual completion of delivery	Remarks indicating reasons for late delivery, if any	Has the film working satisfactory? (Attach a certificate from the purchaser / Consignee)	Name of Contact person along with Telephone No., FAX No. and e-mail address

Signature and Seal of the manufacturer/Bidder

Place :

Date :

DEVIATION STATEMENT FORM

PART -I

The following are the particulars of deviations from the requirements of the tender specifications:

CLAUSE	DEVIATION	REMARKS (INCLUDING JUSTIFICATION)

Place:

Date:

Signature and seal of the
Manufacturer/Bidder

NOTE:

Where there is no deviation, the statement should be returned duly signed with an endorsement indicating "No Deviations".

ANNEXURE-G**Acceptance certificate form**

No.

Dated:

M/s.

Sub: Certificate of completion and acceptance of films/

01. This is to certify that the documentary (film) as detailed below has/have been received in good condition along with all the standard and special accessories (subject to remarks in Para 2). The same has been completed and accepted.

(a)	Contract No. Date:	
(b)	Description of the films	
(c)	Name of the consignee	
(d)	Scheduled date of delivery of the consignment to the Laboratory / Institutes	
(e)	Actual date of receipt of consignment by the Laboratory / Institutes	
(f)	Scheduled date for completion of documentary (film)	
(g)	Actual date of completion of documentary (film)	
(h)	Penalty for late delivery (at Laboratory / Institutes level) Rs.	

02 Details of accessories/items not yet supplied and recoveries to be made on that account:

Sr. No.	Description	Amount to be recovered

03 The acceptance test has been done to our entire satisfaction. The supplier has fulfilled his contractual obligations satisfactorily

OR

The supplier has **failed to fulfill** his contractual obligations with regard to the following:

Sr. No.	Failure	Amount to be recovered
(a)		
(b)		
(c)		

The amount of recovery on account of failure of the supplier to meet his contractual obligations is as indicated at para 03.

For Supplier

Signature

Name

Designation

Name of the firm

METEOROLOGY

Date

For Purchaser

Signature

Name

Designation

INDIAN INSTITUTE OF TROPICAL

Date

BID SECURITY FORM

Whereas _____
(hereinafter called the tenderer)

has submitted their offer dated _____
for the supply of _____
(hereinafter called the tender)

Against the Purchaser's Tender No. _____
KNOW ALL MEN by these presents that WE _____
of _____ having our registered office at
_____ are bound unto _____ (hereinafter called the "Purchaser")

In the sum of _____

For which payment will and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns by these presents. Sealed with the Common Seal of the said Bank this _____ day of _____ 20_____.

THE CONDITIONS OF THIS OBLIGATION ARE:

(1)	If the tenderer withdraws or amends or modifies or impairs or derogates from the Tender in any respect within the period of validity of this tender.
(2)	If the tenderer having been notified of the acceptance of his tender by the Purchaser during the period of its validity
(3)	If the tenderer fails to furnish the Performance Security for the due Performance of the contract.
(4)	Fails or refuses to accept/execute the contract.

We undertake to pay the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or both the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to and including 45 days after the period of tender validity and any demand in respect thereof should reach the Bank not later than the above date.

(Signature of the authorized officer of the
Bank)

Name and designation of the officer
Seal, name & address of the Bank and address of
the Branch

Note: Whenever the bidder chooses to submit the Bid Security in the form of Bank Guarantee, then he should advise the banker issuing the Bank Guarantee to immediately send by Registered Post (A.D.) an unstamped duplicate copy of the Guarantee directly to the Purchaser with a covering letter to compare with the original BG for the correctness, genuineness, etc.