



# राष्ट्रीय सफाई कर्मचारी वित्त एवम् विकास निगम

(सामाजिक न्याय और अधिकारिता मन्त्रालय के अन्तर्गत भारत सरकार का उपक्रम)

## NATIONAL SAFAI KARAMCHARIS FINANCE & DEVELOPMENT CORPORATION

(A Government of India Undertaking, Under the Ministry of Social Justice & Empowerment)



### TENDER FORM

NSKFDC/P&A/Film/292/2010) 709

Dated: 30.08.2010

To,

**Subject: Quotation for Making of Success Stories Nos. 12-15 Film for rehabilitation of manual scavengers under SRMS Schemes**

Sir,

Sealed quotations under 'One-Envelop System' are hereby invited on behalf of National Safai Karamcharis Finance and Development Corporation (NSKFDC), New Delhi, for making of Success Stories Nos.12-15 on SRMS Schemes. The terms and conditions for work order are as detailed hereunder: -

#### Scope of Work:

Concept of Success Stories, script, narration in Hindi, shooting at various sites of beneficiaries etc. covered under SRMS Schemes. The details of the beneficiaries will be provided by NSKFDC.

The Success Stories shall be shown to the upcoming Melas/Exhibitions and Awareness Camps to know the impact of the success of schemes and programmes implemented by NSKFDC.

**Shoot format:** Shooting in HDV and mastering in various formats as specified in deliverables.

#### Completion Time:

The Success Stories complete in all respect shall be submitted to the NSKFDC within 15 days after shooting work is over. The HDV Cassettes used for shooting of the entire event shall be the property of NSKFDC, The completion time shall be 30 days from the date of award of work.

#### Transport & Lodging:

Transportation and Lodging Facility for shooting work would be at the cost of the party.

Cond...2...

बी-2, पहली मन्जिल, ग्रेटर कैलाश एन्क्लेव पार्ट-II (सावित्री क्रॉसिंग) नई दिल्ली-110048

B-2, 1st Floor, Greater Kailash Enclave Part-II (Savitri Crossing), New Delhi-110 048

Phone : 011-29221331, 29216330, Fax : 29222708

E-mail : nskfdc@yahoo.co.in, website : <http://nskfdc.nic.in>

## TERMS AND CONTITIONS

1. **PRICES:** The prices shall remain firm, final and FOR NSKFDC Office, B-2, First Floor, Greater Kailash Enclave Part-II, (Savitri Crossing), New Delhi – 110048. Prices should be quoted in figures and words and in case of discrepancy between these two, the prices written in words shall be taken for evaluation.
2. **VALIDITY OF OFFER:** The validity of offer shall be 30 days from the date of opening of tenders.
3. **PAYMENT TERMS:** 100% payment shall be made within a period of 15 days (fifteen days) from the date of submission of the bills in triplicate through A/c Payee Cheques after certification by the Officer-in-charge that the work has been successfully completed as per the required Technical Specification. No other conditions of payment will be accepted.
4. **T.D.S.:** TDS (Tax Deduction at Source), if applicable shall be deducted from the payments made to the party.
5. **SUBMISSION OF OFFER:** The sealed quotations shall be submitted in 'One-Envelop System' duly super-scribed and signed by the authorized representative of the company as follows:

### **(A) ENVELOPE-I**

1. Tender form duly signed by authorized signatory on each page alongwith un-priced Price Bid as a token of acceptance of terms & conditions.
2. Profile/CV of the firm/producer. The profile should indicate the past experience in undertaking such work, facility/equipment available etc.
3. The price bid in the form of enclosed "Schedule of Quantities and Prices" Any clause governing the bid subject to market fluctuation is not acceptable. The quoted rates shall be written by ink both in figures and words on enclosed Performa which should be duly signed by the bidder giving full name and address as a token of acceptance. In case any difference is found the rates mentioned in words will be considered correct.
4. Incomplete application would be rejected. Priority will be given to those who are having a working experience with Social Sector Organizations. Attach a copy of work already completed by your firm.

### **(B) SUBMISSION AND OPENING:**

The quotations shall be submitted in the office of the AGM-cum-Secretary, NSKFDC, B-2, First Floor, Greater Kailash Enclave Part-II (Savitri Crossing), New Delhi -110048 on or before **15.09.2010** by **12:00 NOON**. Tenders received after due date and time will not be taken into consideration and will be straightaway rejected. Tender shall be opened on the same day i.e. **15.09.2009** at **12:00 Noon**. In case of holiday, the tenders will be received and opened in respect of only those firms who are eligible based upon the documents provided in Envelop-I (Technical Bid).

*Cond...3...*

**(C) SELECTION PROCEDURE:**

The selection would be based upon the artistic and aesthetic aspects of the treatment submitted as well as the budget. However budget would not be the sole or main criteria. Budget proposed would be examined in comparison to the treatment proposed. An 'Internal Committee' of NSKFDC would examine the merits of the proposal and rank them. If required, short listed applications may be called for a presentation before the Committee. No recommendations from the outsiders would be entertained. The budget would be approved by the Committee of NSKFDC after examining the approach/treatment and work involved. NSKFDC has right to increase/decrease the numbers of Success Stories as per their beneficiaries.

6. **DELIVERY DURATION:** The work shall be completed within 15 days or as required by the NSKFDC from the date of award of work/intimation of requirement from the NSKFDC. No other conditions of delivery will be accepted. After successful completion of all the supplies, the Certificate of completion shall be issued by the NSKFDC.
7. **INSPECTION:** The material shall be inspected by the authorized representative of the NSKFDC before delivery. The material shall be delivered only after satisfactory inspection by the authorized representative. However, the inspection can be waived off, if the NSKFDC desires so.
8. **PENALTY FOR DELAY:** In case the completion of the work is delayed beyond stipulated delivery period mentioned in the contract, a compensation @ ½ % (Half Percentage) of the value of work delayed per week of delay shall be levied subject to a maximum of 10% of value of work delayed. In case of unsatisfactory performance of the contractor, the Office-in-charge and NSKFDC reserves the rights to terminate contract after giving a notice of 7 days and will delete the name of your organization from the Panel of the NSKFDC.
9. **OFFICER-IN-CHARGE:** would mean AGM-cum-Secretary or his Authorised Representative NSKFDC Office, B-2, 1<sup>st</sup> Floor, Greater Kailash Enclave Part-II (Savitri Crossing), New Delhi-110048.
10. Normally the tender will be accepted of those bidders whose quoted rates are found to be lowest but NSKFDC is not bound for such acceptance and reserves the right to accept or reject any offer without assigning any reason thereof. Bidder shall have no objection to the right of NSKFDC who may accept any of the tender or reject any or all the tenders without assigning any reason.
11. **ARBITRATION:** In case of any dispute or discrepancy between the Party/Supplier and the NSKFDC in connection with the Supply Order, the same shall be referred the sole arbitration of the Managing Director, NSKFDC. NSKFDC whose decision shall be final and binding on both the parties and all concerned.

12. The Bidder shall arrange to receive all the letters addressed by undersigned whether personally or through his authorized agency failing which letters will be posted to the party. This office shall not be responsible for non-receipt of letters by the bidders. The contents of letter will be binding on bidder as if it was received by the bidder on the date of posting.
13. In case any clause is not mentioned prevailing NSKFDC rules will apply.
14. NSKFDC reserves the right to cancel/reject the tender without assigning any reason thereof.

**ACCEPTED**

**SIGNATURE & SEAL  
OF THE BIDDER**



**(V. K. PARWANDA)  
AGM-cum-Secretary  
NSKFDC, New Delhi**

"Schedule of Quantities and Prices"

**Budget**

Working Title :						
ITEMS	UNITS	RATE	SUB TOTAL	TOTAL	GRAND TOTAL	
<b>SECTION I : CORE TEAM COSTS'</b>						
Executive Director						
Asst. Director						
Production Assistant						
<b>SECTION II : HIRING CHARGES OF TEAM/CREW</b>						
<b>A. PREPRODUCTION</b>						
Researcher						
Subject Expert						
Script Writer						
<b>B. PRODUCTION</b>						
Camcraperson						
Sound Recordist						
Camera attendant						
Sound attendant						
Light men						
Spot boys (casual labour)						
Make-up Artiste						
<b>C. EDITING &amp; POST PRODUCTION</b>						
Editor						
Graphics Artiste						
Sound Recordist						
<b>SECTION III : Rentals on Equipment</b>						
<b>A. PREPRODUCTION</b>						
Books/magazines						
Models (scientific)						
<b>B. PRODUCTION</b>						
Beta Camcorder						
Microphones						
Lenses, Filters etc.						
Lights						
Betacam SP tapes (shooting)						
DG Beta tapes (master)						
CDs						
Property						
Wigs (special get-up)						
<b>C. EDITING &amp; POST PRODUCTION</b>						
Off line editing						
On line editing						
DG Beta Mastering						
Voice Recording (studio)						
Animation 2D						

Animation 3D					
<b>SECTION IV :</b>					
<b>A. PRODUCTION</b>					
Actors					
Anchor/compere					
<b>B. EDITING &amp; POST PRODUCTION</b>					
Voice Talents					
<b>SECTION V : LOGISTICS</b>					
Office Expenses					
Travel + Transport					
Food					
Stay (Lodging)					
<b>SECTION VI: ONE TIME COSTS</b>					
Montage shoot					
Montage editing					
Montage talent					
Signature tune					
Promos, stills					
<b>SECTION VII : OTHER EXPENSES</b>					

Total (in words) : Rupees	
PRODUCTION HOUSE MARGIN (mention the %)	
ESTIMATED COST	
Rounded off	
Amount in words : Rupees	

Name of the Proposer	
Name of the Company	
Date	
Place	
Signature of the Producer	

**Deliverables at the time of final submission**

- |   |     |
|---|-----|
| (i) Master tape (Digi beta copy)  | One |
| (iv) Telecast copy (Betacam SP)   | One |
| (xi) Copy CD (VCD format<br>(with inlay card +face cover +jewel box design)   | Ten |
| (xii) Copy CD (DVD format)<br>(with inlay card +face cover +jewel box design) | Ten |