

No.IV-32016/3/2013/DGCD(CD)
Government of India
Ministry of Home Affairs
Directorate General FS, CD & HG
CD Section

East Block-VII, Level-7,
R.K. Puram, New Delhi-110066

Dated, the 3rd November 2015

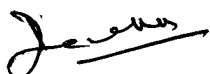
To,

Subject: Quotation Calling Letter For Inviting Quotations for Producing 30 Second Video Spot suitable to be released as a Television Commercial (TVC) on Civil Defence.

Dear Sir,

Sealed quotations are hereby invited for producing a Video Spot suitable to be released as a Television Commercial (TVC) on Civil Defence. The Video Spot shall be of approximately 30 Second duration. The detailed terms and conditions are given below. Technical specifications & format for quoting the rates are given at Appendix 'A' attached.

1. The quotations shall be received up to 1500 hrs on or before **26th** November 2015 at the office of the Director General, FS, CD & HG, East Block-VII, Level-7, R.K. Puram, New Delhi-110066. The quotations received after due date and time as mentioned in this letter shall be summarily rejected.
2. The quotations shall be submitted in three envelopes as under:-
 - (a) **1st Envelope** – should contain the firm's profile including a self attested copy of the firm's empanelment documents with DAVP/ NFDC, PAN Card, VAT/ Service Tax Registration (if VAT/ Service Tax is being claimed by the firm), address of the firm, proof of nature of firm whether proprietorship/ partnership/ any other, details of similar experience in the past etc.
 - (b) **2nd Envelope** – Draft Script of the Video Spot.
 - (c) **3rd Envelope** – Financial Bid.
3. The complete quotation (all three envelopes as mentioned above) shall be submitted in a sealed cover duly super scribed as "**Quotations for Producing 30 Second Video Spot suitable to be released as a Television Commercial (TVC) on Civil Defence**" addressed to the Director General, FS, CD & HG, East Block- VII, Level-7, R.K. Puram New Delhi – 110066.
4. Specific mention must be made in the quotation to the effect that terms and conditions mentioned above are acceptable to your firm in full and in case of any violation of the above terms and conditions by your firm or your employees, the contract will be liable to be cancelled.
5. The quotation can be dropped in the tender box placed at the main gate of this Directorate either personally or can be sent by registered post/courier. This office will not be responsible in the case of late receipt due to any postal delays etc.
6. The quotations will be opened by the committee constituted for the purpose at 1500 hrs. on the same day in the presence of the bidders or their authorized representatives who may like to be present. The 2nd & 3rd envelope (Script & Financial Bid) of only those firms shall be opened whose 1st envelope has been found to be in order. The draft scripts submitted by the bidders shall be subsequently screened by a committee and the successful bidders shall be declared based on a combination of the technical & financial bids.
7. The job is to be completed within 15 (Fifteen) days after placing the job order.
8. The taxes, if any, should specifically be quoted separately. The details of taxes leviable in such case should be stated clearly.
9. During the currency of the job, the firm would be required to oblige the terms and conditions of the quotation and keep the entire machine including other peripheral items/equipment etc in perfect



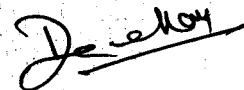
running conditions. Any lapse on the part of the firm would render the job liable for cancellation of the work order and recovery of all advances/payments with interest @ 18% P.A. The balance work in such a case will be got completed by the department at the risk and cost of the defaulting firm.

10. The rate quoted by the firms must remain valid for a period of 90 days from the date of opening of quotation.
11. The successful firm quoting the lowest rates will be required to commence the work within three (03) days of placing the job order failing which the order will stand cancelled and the undersigned will be free to call the quotations again or award the contract to next bidder/ other firm at the cost and expenses of the firm to whom the work was initially awarded. In such case, the undersigned also reserves the right to blacklist such firm for award of future orders. In this connection the decision of the Director General, FS, CD & HG shall be final and binding on all.
12. If the progress of work under the order is found unsatisfactory or if the successful firm dishonors the contract, the job will be entrusted to any other firm/party at the risk and expenses of the defaulting contractor.
13. The undersigned reserves the right to accept or reject the quotation in full or part without assigning any reasons whatsoever.
14. The work must be completed within the stipulated time & price as mentioned in the job order. However. In case any time and/ or cost overruns are anticipated, the contractor must take prior written approval from this office before committing any additional time and/ or finances.
15. Any conditional quotations will not be accepted.
16. Rates will be quoted on the firm's letter head as per format attached at Appendix 'A'.
17. The firm must quote the Grand Total rates both in Words and Figures. In case of discrepancy, the amount quoted in Words will be taken as final amount.
18. Any cutting must be signed by the authorized signed by the authorized signatory and stamped on it.
19. The final deliverable products shall be as under:-

(a)	Final Print (Masters) in approximately 30 Second, 20 Second and 10 Second DV Cam tapes in Mixed and Unmixed versions	1 Set consisting of 3 tapes @ 1 tape each of 30 Second, 20 Second and 10 Second duration
(b)	Final print (Masters) in approximately 30 Second, 20 Second and 10 Second in DVC Pro & DG Beta formats in Mixed and Unmixed versions	1 Set consisting of 3 tapes @ 1 tape each of 30 Second, 20 Second and 10 Second duration
(c)	Final print in DVD Format in proper cover with the following clearly written on each DVD and DVD Cover:- "Video Spot for TVC on Civil Defence" Produced by ----- (Name of Firm) October 2015	100 DVDs, each DVD consisting of a copy each of the 30 Second Video Spot and the 20 Second and 10 Second duration cut versions

20. **Payment Terms and Conditions** - No advance payments shall be made on any account. The bill for payment will be processed in one lump sum on completion of the entire work and production of satisfactory certificate from the concerned user branch of this office/ committee constituted for the purpose.

Yours faithfully,

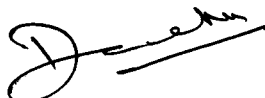


(DK Shami)
Fire Advisor/Head of Office

**FORMAT FOR QUOTING RATES FOR PRODUCING 30 SECOND VIDEO SPOT SUITABLE TO
BE RELEASED AS A TELEVISION COMMERCIAL (TVC) ON CIVIL DEFENCE**

(To Be Given on Firm's Letterhead)

Items	Rate	Tax	Total
(a) Cost of TVC. Video Spot to be shot in DC Cam format in Hindi. The Final print (Masters) will be given in approximately 30 seconds DV Cam tapes (3 sets) in Mixed and Unmixed versions. The final print (Masters) will also be given (2 sets of tapes) in DVC Pro & DG Beta formats in Mixed and Unmixed versions. One Hundred (100) copies of the final print of the 30 Second, 20 Second and 10 Second cut versions of the Video Spot will also be given in DVD format.			
(b) Hiring Charges of Equipments			
(i) Camera with accessories.			
(ii) Lights			
(iii) Lenses & Filters			
(iv) Trolleys			
(v) Any other equipment required for the production/editing of the film.			
(c) Professional Payments to Technical Individuals			
(i) Cameraman			
(ii) Assistant Cameraman			
(iii) Sound Recordist			
(iv) Location Manager			
(v) Art /Creative Director			
(vi) Script Writer			
(vii) Translator			
(viii) Narrator			
(ix) Music Director			
(x) Light man			
(xi) Researchers			
(xii) Local Artists			
(xiii) Any other technical personnel required for the production/editing of the film.			
(d) Raw Stock			
(i) Shooting Tapes			
(ii) Tapes in which final films are to be delivered DV Cam.			
(iii) Tapes in which final films are to be delivered DVC Pro.			
(iv) DVD with covers in which final films are to be delivered.			



(e) <u>Editing</u>			
(i) On line editing with editor.			
(ii) Sound studio hiring charges.			
(iii) Graphics.			
(iv) Animation, if any (10 seconds).			
(v) Special effects.			
(vi) Purchase of footages.			
(f) <u>Traveling, Lodging & Boarding.</u> These expenses will include the air/rail/road travel for the crew, accommodation, lodging & boarding, insurance charges etc.			
(g) <u>Miscellaneous / Any Other Charges</u> (if any)			
<u>Grand Total (In Figures)</u>			
<u>Grand Total (In Words)</u>			

Signature & Stamp of the Authorized Signatory

Name:-----

Designation:-----

Date:-----

Place:-----

