

**Short Notice Inviting Tender (SNIT)**



**TENDER DOCUMENT FOR PRODUCTION OF DIGITAL VIDEOS**

**Under**

**NATIONAL INITIATIVE FOR SCHOOL HEADS & TEACHERS  
HOLISTIC ADVANCEMENT (NISHTHA) Programme in  
Bengali -2020-21**

**STATE COUNCIL OF EDUCATIONAL RESEARCH & TRAINING (SCERT),  
Agartala**

**Government of Tripura**  
**State Council of Educational Research & Training, Tripura**  
Abhoynagar, Agartala, Tripura(W)

F. No.7(10) –SCERT/Trg/NISHTHA/2019/1133


Date 6/11/20

**Short Notice Inviting Tender for production of digital videos**

State Council of Educational Research & Training (SCERT), Agartala, Tripura having its campus at Abhoynagar, Agartala, Tripura invites tenders from reputed Agency/ Firm of Tripura for production of 180 nos. digital videos with duration of 10-20 minutes each under NISHTHA. The number of digital videos can be increased or decreased.

**1. TENDER DETAILS:**

S.No.	Particulars	Date
1.	Tender value	Rs.1,80,000/-
2.	Release of tender notification in newspaper & SCERT Website ( <a href="http://www.scerttripura.org">www.scerttripura.org</a> )	06.11.2020
3.	Starting of collection of Tender Document (Hard copy) from SCERT and from the website of SCERT <a href="http://www.scerttripura.org">www.scerttripura.org</a>	11 a.m. of 07.11.2020
4.	Starting Date of submission of Technical and Financial Bids	12 noon of 07.11.2020
5.	Last date for submission and download of Technical and Financial Bids.	2.00 p.m. of 13.11.2020
6.	Opening of Technical bids	13.11.2020 at 3 pm
7.	Opening of Financial Bid	13.11.2020 at 5 p.m.
8.	Signing of Contract	16.11.2020
9.	Start of production of digital videos	17.11.2020

  
(U.K. Chakma)  
Director, SCERT

5.11.20

## **GENERAL**

State Council of Educational Research & Training (SCERT) invites sealed tenders from well established, experienced, reputed and professionally run printing/publishing houses in Tripura possessing requisite technical capabilities other eligibility criteria for production of a series of digital videos on L1 basis for the State Council of Educational Research & Training (SCERT), Agartala for production of 180 nos. full HD quality digital video (with duration of 10-20 minutes each).

The interested bidders will have to apply in the prescribed format for both technical and financial bids. The interested bidders have to pay an earnest money deposit (EMD) of Rs.4,000/-by Cheque / Demand Draft drawn in favour of H.O. & D.D.O SCERT, Agartala payable at Agartala. The cheque/ demand draft of **Rs. 4,000/-** may be kept in the envelope for technical bid. The bids without earnest money will be summarily rejected.

**The EMD shall be released within one month of successful award of work. No interest will be payable on EMD.**

The time schedule for submission and opening of bid is as under:-

1. Starting of Collection of hard copy of tender document from the Office of SCERT, Abhoynagar, Agartala and from the website of SCERT namely [www.scerttripura.org](http://www.scerttripura.org) : w.e.f. 11 a.m of 07.11.2020
2. Starting of submission of Bid : 12 noon of 07.11.2020
3. Last date for submission of Bid: 2 p.m. of 13.11.2020
4. Date of opening of Technical bid: 3 p.m. of 13.11.2020
5. Date of opening of Financial bid: 5 p.m. of 13.11.2020

The interested Agency/ Firm will have to submit tender document in two parts. First part will be 'Technical bid' consisting earnest money deposit of Rs. 4,000/- (Rupees four thousand only) in the form of Cheque / Demand Draft drawn in favour of **H.O. & D.D.O SCERT, Agartala** payable at Agartala, proof of eligibility criteria and also signed copy of terms & conditions as given in tender document complete in all respects.

The second part of bid will be "Financial bid" containing all the details as required in "Financial bid" document given in tender document.

The envelopes containing "Technical bid" & "Financial bid" be super scribed as under:-

- 1- **"Technical bid"** for production of Digital Video's for the State Council of Educational Research & Training (SCERT), Agartala
- 2- **"Financial bid"** for production of Digital Video's for the State Council of Educational Research & Training (SCERT), Agartala

Both the above envelopes containing Technical bid & financial bid shall be together placed in a third sealed envelope with the superscription for production of Digital Video's for the State Council of Educational Research & Training (SCERT), Agartala . All the envelopes should contain the detailed address of the bidders.

The bid document, complete in all respects and sealed properly shall be submitted at State Council of Educational Research & Training (SCERT), Agartala (Abhoynagar, Near District Education Office, Agartala -799005) w.e.f. 12 noon of 07.11.2020 till 2 p.m. of 13.11.2020.

The financial bid of the bidders who do not comply to requisite specification & fulfill other conditions as mentioned in the technical bid shall not be opened. One authorized representative of each of the bidder may be present at the time of opening of the bid.

### **TERMS AND CONDITIONS**

#### **Eligibility Criteria:**

- 1)The bidder should have experience of production of 20 nos. digital videos, recording and editing of high quality (Full HD 1080 X 1920 resolution ) videos in last one year .
- 2)The agency should have a valid Trade License.
- 3)Copy of GST registration certificate to be submitted along with Technical bid if applicable .

4) Copy of the PAN.

5) An Earnest Money deposit of Rs.4000/- by Cheque / Demand Draft drawn in favour of H.O. & D.D.O SCERT, Agartala payable at Agartala. The demand draft of Rs.4,000/- may be kept in the envelope for technical bid. The bids without Earnest Money will be summarily rejected .

6) The Agency shall provide undertaking for maintaining Privacy, for avoiding Conflict of Interest, Statement for Non-Vested Interest & for maintain high levels of Standards & professionalism in providing latest & updated information/technology to SCERT, Tripura particularly in respect of any change taking place subsequent to the tender submission.

7) The Agency/ Firm shall provide certificate that the firm/ Agency is not Black-Listed by any Government Department or Ministry and no criminal case / complaint is pending against them anywhere in Tripura.

8) The Successful L1 bidder/s shall have to enter into separate agreement with SCERT, AGARTALA (on non-judicial stamp of Rs.20).

9) The agreement will be valid for one year and can be extended further based on the performance.

#### **INTELLECTUAL PROPERTY RIGHT:**

The prospective Production house will assign the copyright of the digital material used in the process of recordings to SCERT, AGARTALA without royalty claims there to. SCERT, AGARTALA will hold the Copyright, Trade Rights and Intellectual Property rights and it may be used for further research and teaching purpose, publicity, marketing, branding, product positioning of the SCERT, AGARTALA as whole on other platforms.

**Indemnity Clause**

The Agency shall indemnify the SCERT, AGARTALA for any injury or loss or damage caused to SCERT, AGARTALA on account of any infringement of copyright of another person or persons or on account of any defamatory or otherwise injurious matter contained in the produced video.

**SCERT, AGARTALA reserves the right to cancel the tender or reject any bid in part or full without assigning any reason. SCERT, Agartala also reserves the right to distribute the work to the qualified other bidder/s at accepted L1 rate.**

### Scope of Work:

The Assignment or production work shall entail recording and editing. It will not be limited to the digital videos and also including voice over, background music, speeches , royalty free footage and many others which are required to complete the assignment on agreed time schedule basis.

The empanelled agency must have in-house production facility. The entire data will also be sorted/ archived and the firm has the responsibility to provide and maintain the backup, storage and recovery mechanism.

The specification and other parameters of the book are as under:-

S. No.	Broad Criteria	Basic Requirement	Specific Requirement	Documentary Proof to be submitted
1	Utmost Good Faith	Mandatory Certifications	Bidders should not have been blacklisted by any of the State or General Government organization. Should not have been found guilty of any criminal offence by any Court of law.	Undertaking from the agency on letter head
2	Financial Health	Tax registration/ clearance	The bidder should have registered: a) GST, b) PAN,	Copies of the same.
3	Experience	Work Experience	The agency must have an experience of production of 20 full HD quality digital videos (of minimum 10 minutes duration) in last one year for any Government Organizations.	Copies of work orders

**APPLICATION LETTER**  
(On the letter head of the Bidder)

Date: .....

To  
The Director  
State Council of Educational Research & Training (SCERT)  
Agartala, Tripura (West)

**SUB:** Bid for production of Digital Video's for the "State Council Of Educational Research & Training" (SCERT), Agartala

Dear Sir,  
Being duly authorized to represent and act on behalf of.....  
(Hereinafter referred to as "the Bidder"), and having reviewed and fully understood all of the requirements of the department, the undersigned hereby apply for the project referred above.

I/We are enclosing the following documents with the details as per the requirements of the tender document

- i. Earnest Money of Rs. 4000.00 (Rs. four thousand only) (Vide Demand

Draft no. ...., of <.....Name of Bank. ....>  
dated..... drawn in favour of Rs.4,000/-by Cheque /  
Demand Draft drawn in favour of H.O. & D.D.O SCERT, Agartala payable at Agartala.

- ii. All other document/information's relating to Technical Bid and financial bid with supporting documents wherever necessary.

I/We understand that concerned authorities of State Council of Educational Research & Training (SCERT), Agartala reserves the right to reject any application without assigning any reason.

I/We also understand that application along with annexure and formats not completed in all respects is liable to rejection.

Yours Sincerely

Signature  
Name (Authorized Signatory)  
<Firm/Agency Name> Date:

.....

Encl: .....

**SUBMISSION OF TECHNICAL BID**

**(A) General Information required to be submitted**

1. Name of the Bidder
2. Full Address of the Bidder with Pin Code, Telephone number, Fax number, e-mail address
3. Local Address of the Bidder, (if any) with Pin Code, Telephone number, Fax number, E-mail address

**(B) Documents required to be submitted**

1. Proof of Experience: the agency must have an experience of production of 20 digital videos of full HD quality (of minimum 10 minutes duration) in last one year for any Government Organization .
2. Self declaration of the Agency / Firm, declaring Bidders should not have been blacklisted by any of the State or General Government organization. Should not have been found guilty of any criminal offence by any Court of law.
3. Valid Trade License
4. GST registration no. (if applicable)
5. PAN no. (Documents to be attached)
6. Duly signed tender document by the authorized person of the Firm/ Agency.
7. Duly filled in Annexure-A1
8. EMD Draft of Rs.4,000/- drawn in favour of **H.O. & D.D.O, SCERT, Agartala** payable at Agartala & Details of Earnest money deposit (Amount, Bank Draft No., Bank Draft Issuing Date Drawn on (Bank) & Validity.

**FINANCIAL BID**

Please specify your prices of the complete production of full HD quality Digital Video for 10-20 minutes duration in two (02) languages (Bengali & English).

<b>Language of Digital video</b>	<b>Video Quality</b>	<b>Suggested Cost (in Rs.) per Digital video (10-20 minutes of duration )</b>
Bengali & English	Full HD (1080 X 1920 Resolution)	

Date: [Signature of authorized signatory]  
with Seal of the Firm/ Agency

Name:  
Designation: