



**INDIAN COUNCIL OF AGRICULTURAL RESEARCH  
ICAR RESEARCH COMPLEX FOR N. E. H REGION  
UMROI ROAD, UMIAM, MEGHALAYA-793 103**



**No. RC(S)32/2013**

**Dated Umiam, the 7<sup>th</sup> August, 2013.**

**OPEN TENDER**

Sealed Tenders Bids are invited from your reputed Firm by the ICAR Research Complex for NEH Region Umroi Road Umiam, Meghalaya, for production of Documentary film. The terms and conditions governing the Tender are given below:-

1. Cost of Tender paper Rs.500.00 (**Rupees Five Hundred only, Non– refundable**) to be deposited in the favour of the Director, ICAR Research Complex for NEH Region, Umiam, Barapani by means of Demand Draft payable at SBI, ICAR, complex, Barapani. Non – submission of the cost of the Tender paper shall lead to non – consideration of the Tender.
2. **The tenderers** [except those who are registered with the Central Purchase Organization & National Small Industries Corporation (proof should be mandatory enclosed)] **shall have to deposit 2.5% of the quoted amount** (for indigenous as well as for foreign items quoted in foreign currency, equivalent Indian currency may be deposited) **in the form of Demand Draft/ Bank Guarantee, valid for 6 (Six) months, drawn in favour of the Director, ICAR Research Complex for NEH Region, Umiam, Meghalaya, payable at SBI, ICAR Complex, Barapani, as a bid security, along with the quotation. Non submission of the Bid Security with quotation shall make the quotation/ bid liable to be rejected.**
3. The Tender should consist of two Bids- The techno-commercial bid (Bid 'I') and the financial bid (Bid 'II'). Both must be submitted in two separate envelopes to be sealed **and put in a single main cover. The outer main cover should be super scribed “TENDER NO. RC(S)32/2013 dated 07/08/2013 PRODUCTION OF DOCUMENTARY FILM AT FOR ICAR RESEARCH COMPLEX FOR NEH REGION UMIAM, ON PROJECT MOBILISING MASS MEDIA SUPPORT FOR SHARING AGRO-INFORMATION FOR TECHNOLOGICAL INTEVENTION OF ICAR & NAIP SUCCESS STORIES IN NORTH EAST REGION”, and addressed to “THE DIRECTOR, ICAR RESEARCH COMPLEX FOR NEH REGION UMIAM, MEGHALAYA-793103”. You should give their complete address on the bottom left corner of the Main Cover. Tenders may be sent by Registered Post or may be hand delivered in the Tender box, kept in the Office of the CAO's/AAO(S) ICAR Research Complex for NEH Region, Umiam, Meghalaya-793103 not later than 12:30 P.M. on 27<sup>th</sup> August, 2013. Tenders received after the due date and time shall not be considered under any circumstances.**
4. **The Technical Bid should consist of all the Technical details** like valid I. T. / S. T. Clearance and having an experience of minimum 5 years in shooting documentary film with leading news agencies, media houses with international experience is preferred on various topics such as dance, singing, dying arts etc and having necessary infrastructure and equipments with trained staff for capturing, editing and rendering of the proposed documentary film in required formats as per technical specifications, price list(if any), sales tax certificate, VAT registration certificate, last 3-5 years financial standing etc. along with all the commercial terms and conditions. Dealership cum authorization certificate/agency certificate for the manufacturer/ manufacturing firm should be

- enclosed, if the rates are quoted by the Dealers/Agents. The Cost of the Tender as well as the Earnest Money should be mandatory kept in the Technical Bid only. Lack of any required technical literature may result in the non-consideration of the Bid. Financial bids of the technical acceptable offers would only be considered for further evaluation and analysis. Non-compliance of this shall lead to non-consideration of the Bid.
3. Price quoted must be given per unit and must be all inclusive, including packing, forwarding, delivery, taxes, VAT etc., as may be applicable. The amount of discount, etc. offered by the bidder should be specifically shown as admissible. The rates must be valid for at least for 6 months from the date of quotation.
  4. **The filmmaker must have a significant understanding of agricultural development issues.** Ability to work independently and as a team player in a multi-cultural environment. Willing to undertake extensive travel. Previous experience with ICAR Institute or independent agri-documentary film-making is an asset.
  5. **You are requested to submit a creative and financial proposal for the production of documentary, as per terms of reference (TOR). List of documentary films produced by your company along with a DVD containing samples and CVs of the team previous samples of work must be submitted along with the application without which application will not be considered.**
  6. **The documentary film is to be produced in the English language and the same is to be dubbed into other regional languages of the North Eastern States. The dubbing should be professional in such a way that the translation will direct the minds of the viewers to its true meaning.**
  7. **The firm should be ready to take up shooting work at the selected spots within 15 days from the date of receipt of the job order.**
  8. **Technical details:**
    - a. **Duration: 6-8 minutes**
    - b. **Film broadcast quality: Digital Betacam master or IMX master in PAL format with 15 DVDs in PAL format (as viewing copies). Good picture quality (HD), and voice clarity. The contractor shall take necessary steps to acknowledge ICAR in the film credits.**
    - c. **Copyright: The copyright will be with ICAR, copyright © Indian Council of Agriculture Research. All rights reserved. ICAR also owns the copyright to all film footage, irrespective of whether it has been used in the final film.**
    - d. **Locations: extensive travel within NEH region (Meghalaya, Manipur, Mizoram, Nagaland, Sikkim, Arunachal Pradesh, Tripura).**
  9. On receipt of the final documentary film/s a committee will screen the film/s and on finding them satisfactory, payment will be released by the Director, ICAR, Meghalaya.
  10. If at any stage, it is found that the documentary film is not as per the approved specification, the same will have to be replaced or re-modified/re-edited by the firm at his own cost, failing which the amount/security lying shall be forfeited.
  11. **Final documentary film/s to be delivered at the O/o The Director, ICAR as per the job order within 15 days of the completion of the shooting work in totality.**
  12. Payment shall be made only on actual satisfactory completion of the work.
  13. The Firm/ Agency based in Meghalaya run by the Non-Tribal should produce Trading License issued by the KHADC.
  9. **The successful bidder should deposit 10% of the total value being security performance in the form of Demand Draft/ Bank Guarantee, valid for 6 (Six) months, drawn in favour of the Director, ICAR Research Complex for NEH Region, Umiam, Meghalaya, payable at ICAR Complex Barapani at the time of availing the contract which shall be returned as per norms.**
  10. The Director, ICAR Research Complex reserves the right to reject any tender in part or full, without assigning any reason thereof.
  14. Legal jurisdiction for all disputes shall be within the purview of the Shillong Court.

15. You should mandatory sign on every page of the Tender Document, which would show their unconditional acceptance of all the terms and conditions of the Tender Document. You shall give an undertaking that they fully and unconditionally agree to abide by all the terms and conditions which, if needed, may be modified at the discretion of the Competent Authority, in work order, for which confirmation from the supplier/maker shall be taken.
16. You should should mandatory give your current, PAN Card No., TDS& other Bank A/C details to enable the office for releasing the dues via e- payment basis.
17. The Techno-Commercial Bids shall be opened on **27/08/2013 at 12:30p.m.** in the Committee Room, Administrative Block, ICAR Research Complex for NEH Region, Umiam, Meghalaya. Interested bidders may attend the opening.
18. Other terms & conditions, as may be decided by the Competent Authority from time to time, depending upon the condition & requirement of the supply. The intimation in this regard, shall be provided well in advance & the bidder/ supplier shall be bound by the said terms & conditions.
19. For any query/ clarification, the undersigned may be approached at:  
Contact No.: 0364-2570363  
E-mail : [kcjoshiicar@yahoo.com](mailto:kcjoshiicar@yahoo.com)

**Sd/- K.C. Joshi**  
**Chief Administrative Officer**