



Short Tender Notice

Name of the work : Production of short film / documentary on segmented themes like Temple & Monuments, Textile & Jewellery of Assam , Bird Watching Sites of Assam , Rural Tourism of Assam and Performing Art.

**GOVERNMENT OF ASSAM
DIRECTOR OF TOURISM
STATION ROAD, GUWAHATI-781001**

**GOVERNMENT OF ASSAM
OFFICE OF THE DIRECTOR OF TOURISM
ASSAM:::::::::: GUWAHATI**

No. DT-Pub/ 17/Pt/ 2004/

Dated Guwahati, the 28th January' 2015

SHORT TENDER NOTICE

The Director of Tourism, Assam invites Tender from highly competent and professional television houses / Creative Agencies for making of short film / documentary on segmented themes like Temple & Monuments, Textile & Jewellery, Bird Watching Sites of Assam & Rural Tourism of Assam, Performing Art.

The Tender contains the application format, qualifying criteria which may downloaded from www.assamtourism.gov.in . Tender should be submitted by interested parties to the Director of Tourism, Govt. of Assam, Station Road, Guwahati-781001 by 4th February 2015 up to 3.00 pm. The Director of Tourism, Govt. of Assam reserves the right to reject any or all the proposals without assigning any reason thereof. Any form of canvassing, shall invite immediate disqualification.

The willing professionals/ production houses may submit their intent of production at the office of the Director of Tourism, Assam latest by 4th February' 2015 upto 12.00 Noon which will be opened on the same day at 12.30 P.M in presence of tenderers or their authorized agent.

Director of Tourism, Assam
Station Road, Guwahati-781001

**TERMS AND CONDITIONS FOR SUBMISSION OF TENDER FOR PRODUCTION OF SHORT FILM/
DOCUMENTARY**

APPLICATION FORMAT

1. Name of the Agency:
 2. Address:
 3. Name of the Proprietor/Directors:
 4. Authorized Person to be contacted:
Tel No.
Mobile No.
Email ID:
 5. Date of Establishment:
 6. No. of experience in the same segment :
 7. Financial Turnover for 3 years : 2010-2011, 2011-2012, 2012-2013
 9. Organizational Set up (Manpower):
 - a) Creative & production (Number)
 10. Number of tourism clients with annual billing:
 11. Detail synopsis on the respective theme :
 12. Earnest money of Rs. 10,000/- (Rupees Ten thousand only) to be deposited in the form of Bank draft of Nationalized duly pledged in favour of the Director of Tourism, Govt. of Assam, Station Road, Guwahati along with the tender without which the tender will be rejected.
 13. List of documents:
Date:
Place: Name:
Designation:
Seal:
- (Authorised Signatory)

QUALIFYING CRITERIA FOR AGENCIES:

The Production house meeting the following minimum qualifying criteria are eligible to apply. Agencies which do not meet the following qualifying criteria will be rejected at the first stage.

1. The annual turnover of the Production house should not be less than Rs.20 lakhs each for the last 3 financial years (Attach Chartered Accountant's Certificate/ copies of Balance Sheet, P&L Accounts and IT Return Statement of each year).
2. The Production house should have a representative/registered office at Guwahati.
3. The Production house should have an experience of at least TEN (10) years of working on the same .
4. The Production house should not have been be blacklisted by any Central /State Government / Public sector Undertaking, Govt. of India.
5. The Production house should not be involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this expression of interest and in the execution of this contract.

SELECTION CRITERIA:

1. All the proposals received will be scrutinized to assess the eligibility based on the qualifying criteria on the basis of presentation .
2. The Agency qualifying the technical bid will be called for presentation
3. They will be required to make a presentation of some of their recent production on tourism related themes. They will submit a financial bid with a suggestive rates, rates for production and budget for the same.
4. The selection will be done by the Director of Tourism, Government of Assam.

TECHNICAL BID :

- a) Covering letter of the offer.
- b) Court fee stamp of Rs. 8.25 to be affixed on the covering letter.
- c) Earnest money of Rs. 10,000/- (Rupees Ten thousand only) to be deposited in the form of Bank draft of Nationalized Bank pledged in favour of the Director of Tourism, Govt. of Assam, Station Road, Guwahati along with the tender without which the tender will be rejected.
- d) Copy of the Firm Registration Certificate.
- e) Credentials : Minimum 2 copies of the work orders of similar nature are to be submitted.
- f) Last three years IT Return.
- g) Copy of PAN Card.
- h) VAT / Service Tax Certificate

PRICE BID :

	Name of works	Rate
A	Pre production (Research/ Script)	
B	Production, post production	
C	Equipment hire	

D	Production Expenses	
---	---------------------	--

PREPARATION OF THE BID / TENDER :

All documents relating to the bid shall be in English language.

DOCUMENTS COMPRISING THE BID :

- I) The Bid to be submitted by the tenderer shall be in two separate part envelop i.e. one Technical Bid and another Price Bid which are to be submitted in two separate envelopes inside the main envelop.
- II) Earnest money of Rs. 10,000/- (Rupees Ten thousand only) to be deposited in the form of Bank draft of Nationalized Banks duly pledged in favour of the Director of Tourism, Govt. of Assam, Station Road, Guwahati -781001.

SUBMISSION OF DOCUMENTS :

The documents shall be addressed to the :
Office of the Director of Tourism, Assam,
Station Road, Guwahati-781001

TERMS AND CONDITIONS OF TENDER :

- I. The rates are to be quoted both in figure and words
- II. Income Tax AGST/VAT and any other taxes as applicable under State and Central Govt. norms will be deducted from the bills as applicable as per rules.
- III. Any cut marks/over writing are to be installed failing which the EOI will be treated as cancelled.
- IV. All pages of the Tender documents are to be signed and stamped by the tenderer.
- V. Minimum 2 copies of the work orders of similar nature of work to be submitted.
- VI.) Earnest money of Rs. 10,000/- (Rupees Ten thousand only) to be deposited in the form of Bank draft of Nationalized Bank duly pledged in favour of the Director of Tourism, Govt. of Assam, Station Road, Guwahati -1.
- VII. Rate to be quoted by the tenderers must include the AGST/VAT/ Income Tax and any other taxes/duties etc. as per Govt. rules/norms.
- VIII. The work is to be completed by the contractor within its stipulated time.
- IX. **The undersigned is not bound to accept the lowest rates quoted by the production house and reserves the right to accept or reject any tender without assigning any reason thereof.**

**Director of Tourism,
Govt. of Assam
Station Road, Guwahati-1**