

**TENDER FORM
FOR
PRODUCTION AND SUPPLY OF
E-TECHNOLOGY PACKAGES (VIDEO FILMS)
AT ANAND AGRICULTURAL UNIVERSITY**

Last date for online commercial bid submission
26-10-2018 before 6:00 pm

Last date for Physical Submission of Technical Bid / Tender
1-11-2018 before 4:00 pm

Date of Tender Opening (Technical Bid): **2-11-2018**



**DIRECTOR OF EXTENSION EDUCATION
UNIVERSITY BHAWAN
ANAND AGRICULTURAL UNIVERSITY
ANAND – 388 110 (GUJARAT)
PHONE: 02692 262316
E-MAIL: dee@aaui.in**

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PRODUCTION AND SUPPLY OF E-TECHNOLOGY PACKAGES (VIDEO FILMS) AT ANAND AGRICULTURAL UNIVERSITY

The Directorate of Extension Education has to plan, coordinate, organize and guide the extension education programs in the University and to ensure efficient working of the extension education activities in close coordination with the development departments, voluntary and private organizations.

This E-Tender is intended to produce e-technology packages (Video Films) for the benefit of the farming community.

1	Uploading of tender document	06/10/2018
2	Duration of making tender document available	6/10/2018 to 26/10/2018
3	Pre Bid meeting	16/10/2018 at 15.00 hrs.
4	Last date of the submission of Tender document(online)	26/10/2018 till 18.00 hrs.
5	Last date of the submission of Tender document(Physical)	01/11/2018 till 16.00 hrs.
6	Technical bid opening	02/11/2018 at 10.00 hrs.
7	Financial bid opening	02/11/2018 at 11.00 hrs.

The detailed scope of work, specifications of items, Guidelines and Terms & Conditions and E-Tender document Form-1 and Form-2 will be available on website www.nprocure.com. Any future updates /corrigendum regarding E-Tender will also be published only on website www.nprocure.com during E-Tender period. Bidder may check www.nprocure.com periodically during E-Tender period. Bidder can participate in this E-Tender through www.nprocure.com only.

Pre Bid Meeting will be arranged for bidders separately as per scheduled specified.

Chapter 2: Guidelines and Terms & Conditions

1.	Lowest rate for separate item will be considered as L ₁ and the order will be given accordingly to the respective party for the respective item.
2.	E-tendering procedure of two bid system i.e. technical and financial should be followed for quoting the rates / bidding for items.
3.	This tender document / form may be procured / downloaded from (n)Code Solutions website www.nprocure.com as well as from university's website www.aau.in/tenders from 06-10-2018 upto 26-10-2018, 06:00 P.M.
4.	The financial bid / quotation rates / bidding rates for these instruments / equipment consumable item(s) has/have to be uploaded / submitted electronically through < www.nprocure.com > only on or before 26-10-2018 6:00 P.M. Vendors should not mention quoted price anywhere in technical bid.
5.	The price quoted should be inclusive of all kinds of taxes, transportation and supply at respective locations and should be valid up to one year.
6.	Producer/ bidders should have to quote the prices in Indian Rupees as per the given format. Prices quoted must be firm and final and shall remain constant throughout the bid validity period of the contract and shall not be subject to any upward modifications, whatsoever.
7.	The hard copy of the physical tender (The Draft of EMD should be enclosed with physical tender) should be addressed to “Director of Extension Education, Anand Agricultural University, University Bhavan, Anand – 388 110” (Gujarat)
8.	The hard copy of the technical bid should reach this office latest by 1-11-2018 upto 04:00 P.M. in sealed cover superscripted “Tender for Production and Supply of e-Technology Packages (Video Film)” by Registered Post / Speed post only . The technical bid / documents handed over in person or sent through courier or any other mode will not be accepted.
9.	Bidder / Producer should have minimum two (2) years of working experience with organizations like Doordarshan, Central/ State Government, Co-operative Institutions etc. for production and broadcasting/ telecasting of agriculture related activities.
10.	The parties are expected to examine all instructions, forms, terms and requirements in the E-Tender document. Failure to furnish all information required by the E-Tender document or submission of a bid not substantially responsive to the E-Tender document in every respect will be at the party's risk and may result in the rejection of the bid.
11.	Rights are reserved with the Committee to accept the quotation fully or partially and shall not be bound to give reason(s) for rejecting the whole or part of the Tender/Bid.
12.	E-technology packages (Video Films) must be prepared in HD format. After

	completion of all recommended corrections vendor / bidder / producer should have to give two master copy of DVD in digital format. Also one PSD open format of sticker design of DVD cover should be given.
13.	Script to produce e-technology packages should be approved by the committee before starting the production work and the changes in the script shall be considered as per the recommendation of the committee.
14.	The Tenderer/Bidder has to take fresh shots/snaps/shootings/photos/clips etc. while preparing e-technology package and in no circumstances has to use old shots/ snaps / shootings/photos/clips etc. The old shots/snaps/shootings/photos/clips etc. can only be used under exceptional cases and on intimation of authorized committee.
15.	After completion of production of e-technology packages (video film), it must be presented in front of the committee and necessary changes have to be made as per the recommendation of the committee.
16.	Final approval for e-technology packages (Video Film) will be given by committee. No advance or part payment against video film production will be made till the full order is satisfactorily completed / executed.
17.	Upon satisfactory completion of work, invoices will be raised in the name of concerned Head of office / unit of Anand Agricultural University, Anand and required to submit three (3) copies of invoices to the concern ordering office. As per the Government rules TDS will be deducted from the final bill amount (2 % income tax TDS + 2 % GST TDS).
18.	A copy of all necessary supporting certificates / documents of the producer should be enclosed with the physical/technical bid.
19.	The production work of video films should be completed satisfactorily within the stipulated time given in the working order. Back ground voice and display language will be decided by the technical committee, English/ Gujarati/ Hindi or combination of languages on the issue of work order and no payment will be made to a person giving back ground Voice.
20.	Producer / bidder will be responsible for all kind of work / activities regarding production of e-technology packages (Video Film) during video production phase and university will only provide technical guidance to the producer.
21.	<p>Security Deposit: Successful bidder/producer shall deposit security (Rs.35000/-) in the form of Demand Draft in favor of “Anand Agricultural University Fund A/c” payable at Anand.</p> <p>Refund of Security Deposit: The amount of security deposit will be refunded after completion of the tender period.</p> <p>However, if the order amount exceed Rs. 7.00 lakh, than additional security deposit @ 5 % (Five per cent) for the total value of order/ to be ordered (where as applicable), has to be deposited to the ordering office in form of Demand Draft in</p>

	favour of 'AAU Fund Account' drawn on any nationalized bank and payable at Anand. The security deposit will be released by the ordering office after completion of the satisfactory work.
22.	The work would be given to successful bidder for production, multiplication and supply of e- technology packages (video film) demanded by any or all Education, Research and Extension Centers of AAU within the validity period of the accepted tender.
23.	Producer / bidder should be empaneled with the Information Department of Government of Gujarat.
24.	No interest will be paid by the University on the EMD & performance security deposit.
25.	The Validity period for this tender is from 1-12-2018 to 30-11-2019 (365 days).
26.	In the event of the dispute regarding any matter related to acceptance or rejection of tender or consideration of tender for purchase order, decision of Director of Extension Education, Anand Agricultural University, Anand – 388 110, Gujarat or person /persons authorized by him shall remain final.
27.	All the copy rights of the production of e-Technology is reserved by the Anand Agricultural University, Anand, Gujarat
28.	For all legal matter court jurisdiction shall be “Anand”, Gujarat.

Sd/-
Director of Extension Education
Anand Agricultural University
Anand 388 110

Note: To be returned with the quotation duly sealed and signed by the vendor as acknowledgement of acceptance of the terms and conditions otherwise the quotation will be considered as disqualified.

Place:

Date:

Seal & Signature of Bidder
(Rubber Stamp, Address & Phone No.)

FORM – 1

1. Name of the producer :
2. Permanent address :
3. Address for correspondence :
4. Telephones nos. :
Office :
Mobile :
Residence :
Fax no (optional) :
5. E-mail address :
6. EMD details :
Bank Guarantee / DD / Pay Order
Amount :
Date :
Bank name :
7. Tender fee (DD no.) :
8. Registration no. Of the company :
9. Income tax no./pan no. :
10. GST Registration No. :
13. Educational qualification :
14. Experience details :

I agree and accept the rules and conditions of the tender document.

SIGNATURE OF THE PRODUCER
(NAME AND DESIGNATION)

FORM – 2 Price Bid
(To be submitted online only)

Item No.	Particulars	Rate inclusive of all taxes (Rs.)
Item No 1.	To prepare one e-technology package with original music, graphics, voice over, animation, etc as per requirements in original HD format for the duration of upto 10 minutes.	
Item No 2.	To prepare one e-technology package with original music, graphics, voice over, animation, etc as per requirements in original HD format for the duration of more than 10 to 15 minutes.	
Item No 3.	To prepare one e-technology package with original music, graphics, voice over, animation, etc as per requirements in original HD format for the duration of more than 15 to 20 minutes.	
Item No 4.	For multiplication of e-technology packages in one DVD along with DVD cover (loose) and multicolor sticker. (one DVD)	
Item No 5.	Recording of University Gaurav Geet (2 to 3 minutes) with composing, music, singing coarse, etc. in studio with broadcasting quality (original audio tracks are to be given to university).	
Item No 6.	For making fresh video shooting/HD photos according to audio (sound) track of University Gaurav Geet and production of Gaurav Geet video (2 to 3 minutes).	
Item No 7.	Production of quickie video for social media like You-tube, Facebook, WhatsApp, Instagram etc. with original music, graphics, voice over, animation, etc as per requirements in original HD format with telecasting quality for the duration upto 60 seconds.	
Item No 8.	Production of quickie video for social media like You-tube, Facebook, WhatsApp, Instagram etc. with original music, graphics, voice over, animation, etc as per requirements in original HD format with telecasting quality for the duration of more than 60 seconds to 120 seconds	

Item No 9.	Production of quickie video for social media like You-tube, Facebook, WhatsApp, Instagram etc. with original music, graphics, voice over, animation, etc as per requirements in original HD format with telecasting quality for the duration of more than 120 seconds to 180 seconds	
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PRODUCER NAME:

PLACE:

DATE :

Tender Fee: Bidder has to submit non- refundable Tender Fee Rs. 1500 in the form of Demand Draft in favor of “**Anand Agricultural University Fund A/c**” payable at Anand. Tender fee is compulsory for E-Tender participation, without which E-Tender will not be considered.

Earnest Money Deposit (EMD): The bidders must submit along with their Physical Bids an EMD of Rupees Twenty-One Thousand only (Rs.21, 000) in the form of Demand Draft issued from any Nationalized Bank or banks mentioned in GR of Finance Department, GR No.: EMD/10/2018/18/DMO, Dated 16-04-2018 in the favour of “Anand Agricultural University Fund Account”.

Procurements	EMD (In Rs.)
Production and Supply of e-Technology Packages (Video Films) At Anand Agricultural University, Anand	21,000

Refund of earnest money: The earnest money of unsuccessful Bidder will be refunded.

Forfeiture of earnest money: The earnest money will be forfeited in the following cases:

- When Bidder withdraws or modifies the offer after opening of E-Tender.
- When Bidder does not execute the agreement if any, prescribed within the specified time.
- When the Bidder does not deposit the security money after the work/purchase order is given.

Security Deposit: Successful bidder/producer shall deposit security (Rs.35000/-) in the form of Demand Draft in favor of “**Anand Agricultural University Fund A/c**” payable at Anand.

Refund of Security Deposit: The amount of security deposit will be refunded after completion of the tender period.

However, if the order amount exceed Rs. 7.00 lakh, than additional security deposit @ 5 % (Five per cent) for the total value of order/ to be ordered (where as applicable), has to be deposited to the ordering office in form of Demand Draft in favour of 'AAU Fund Account' drawn on any nationalized bank and payable at Anand. The security deposit will be released by the ordering office after completion of the satisfactory work.

Forfeiture of Security Deposit: The security deposit will be forfeited in the following cases:

- When works/services are not successfully executed as per requirement mentioned in the E-Tender document.
- When successful bidder terminates the works/services during execution period.
- When any issue raised in quality or services during warranty/validity period.

Tender Fee, EMD and Tender Submission Address:

The Director of Extension Education
Directorate of Extension Education
University Bhavan, Khetiwadi
Anand Agricultural University
Anand – 388 110 (Gujarat)

1. E-Tender document can be downloaded from the website <http://www.nprocure.com>.
2. The bid should be submitted online on the website <http://www.nprocure.com>
3. The bid should be digitally signed. For the details regarding digital signature certificate and related training, address mention below should be contacted
(n) Procure Cell
(n) Code solutions A division of GNFC
403, GNFC Info-tower, Bodakdev,
Ahmedabad 380054 (India)
Tel.: +91 26857316 / 17 / 18
Fax: +91 79 26857321
Toll Free Number: 1800-233-1010
www.nprocure@gnvfc.net
4. The user can get a copy of instructions for online participation from the website <http://www.nprocure.com>.
5. The service provider should register on the website through the “New User” link provided at the home page, the registration on the site should not be taken as registration or empanelment or any other form of registration with the E-Tendering authority.
6. The application for training and issue of digital signature certificates should be made at least 72 hours in advance to the due date and time of E-Tender submission.
7. For all queries regarding use of digital signature certificate should be addressed to M/s. (n) Code Solutions.
8. For all queries regarding E-Tender specifications and any other clauses included in E-Tender should be addressed to the office address provided below:

The Director of Extension Education
Directorate of Extension Education
University Bhavan, Khetiwadi
Anand Agricultural University
Anand – 388 110 (Gujarat)
E-mail: dee@aaau.in, Phone: 02692-262316

Chapter 4: Technical Bid Document (Checklist Documents)

Sr. No.	Check List Documents	Remarks	Tick Mark (√)
1.	E-Tender Fee: Demand draft of Rs. 1500/- (Non-Refundable)	Mandatory	
2.	EMD : Demand draft of Rs. 21000/-	Mandatory	
3.	Valid Registration Certificate of bidder's firm. (Shop Act Registration / Partnership deed /Memorandum of article/Registration of firm / Small Scale Industry Registration)	Mandatory	
4.	Scan copy of Chapter 2: Guidelines and Terms & conditions	Mandatory	
5.	Scan copy of Chapter 3: Bidder Information (Form - 1)	Mandatory	
6.	Last 2 Year Income Tax Returns of financial year	Mandatory	
7.	An affidavit / declaration on non-judicial stamp paper of Rs.100/- duly attested by Notary Public	Mandatory	
8.	Original affidavit from the bidder that business entity is not black listed (Notarized on Rs. 100 stamp paper).	Mandatory	
9	Educational certificate of diploma/degree in dramatic film institute /Govt. film institute/FTII	Preferred	
10.	Certificate of empanelment for making agricultural video films/ add films/ documentary films/ full length feature films from the Director of Information, Information Department, GoG, Gandhinagar for the latest empanelment year.	Mandatory	

(TO BE SUBMITTED PHYSICALLY)

AFFIDAVIT

(To be submitted **IN ORIGINAL** on Non-Judicial Stamp Paper of Rs. 100/- duly attested by First Class Magistrate/ Notary public)

I/We, _____, age _____ years residing at _____ in capacity of _____ M/s _____ hereby solemnly affirm that

1. All General Instructions, General Terms and Conditions, as well as Special Terms & Conditions laid down on all the pages of the Tender Form, have been read carefully and understood properly by me which are completely acceptable to me and I agree to abide by the same.
2. I/We have submitted following Certificates / Documents for T.E. as requires as per General Terms & Conditions as well as Special Terms & Conditions of the tender.

Sr. No.	Name of the Document
1	
2	
onwards	

3. All the Certificates / Permissions / Documents / Permits / Affidavit are valid and current as on date and have not been withdrawn / cancelled by the issuing authority.
4. It is clearly and distinctly understood by me that the tender is liable to be rejected if on scrutiny at any time, any of the required Certificates / Permissions / Documents / Permits / Affidavits is / are found to be invalid / wrong/ incorrect / misleading / fabricated / expired or having any defect.
5. I/We further undertake to produce on demand the original Certificates / Permissions / Documents / Permits for verification at any stage during the processing of the tender as well as at any time asked to produce.
6. I/We also understand that failure to produce the documents in "Prescribed Performa" (wherever applicable) as well as failure to give requisite information in the prescribed Proforma may result in to rejection of the tender.
7. My/Our firm has not been banned / debarred / black listed at least for three years (excluding the current financial year) by any Government Department / State Government / Government of India / Board / Corporation / Government Financial Institution in context to purchase procedure through tender.
8. I/We confirm that I/We have meticulously filled in, checked and verified the enclosed documents / certificates / permissions / permits / affidavits / information etc. from every aspect and the same are enclosed in order (i.e. in chronology) in which they are supposed to be enclosed Page numbers are given on each submitted document. Important information in each document is "highlighted" with the help of "marker pen" as required.

9. The above certificates/ documents are enclosed separately and not on the Proforma printed from tender document.
10. I/We say and submit that the Permanent Account Number (PAN) given by the Income Tax Department is _____, which is issued on the name of _____ [Kindly mention here either name of the Proprietor (in case of Proprietor Firm) or name of the tendering firm, whichever is applicable]
11. I/We understand that giving wrong information on oath amounts to forgery and perjury, and I / We am/are aware of the consequences thereof. In case any information provided by us are found to be false or incorrect, you have right to reject our bid at any stage including forfeiture of our EMD/PBG/cancel the award of contract. In this event, this office reserves the right to take legal action on me/us.
12. I/We have physically signed & stamped all the above documents along with copy of tender documents (page no. _____ to _____)
13. I/We hereby confirm that all our quoted items meet or exceed the requirement and are absolutely compliant with specification mentioned in the bid document.
14. My/Our Company has not filed any Writ Petition, Court matter and there is no court matter filed by State Government and its Board Corporation, is pending against our company.
15. I/We hereby commit that we have paid all outstanding amounts of dues / taxes / cess / charges / fees with interest and penalty.
16. In case of breach of any tender terms and conditions or deviation from bid specification other than already specified as mentioned above, the decision of Tender Committee for disqualification will be accepted by us.

Whatever stated above is true and correct to the best of my knowledge and belief.

Date:

Stamp & Sign of the tenderer

Place:

(Signature and Seal of the Notary)

(TO BE SUBMITTED PHYSICALLY)
AFFIDAVIT OF NON-BLACK LIST

(To be submitted in original on Non-Judicial Stamp Paper of Rs. 100/- duly attested by First Class Magistrate/
Notary public)

Sir,

I/We, the undersigned do hereby declare that, I/We have never ever been blacklisted and/or there were no debarring actions against us for any default in supply of goods or in performance of the contract entrusted to us.

In the event of any such information pertaining to the aforesaid matter found at any given point of time either during the course of the contract or at the bidding stage, my bid/contract shall be liable for cancellation/termination without any notice at the sole discretion of the purchaser.

Date:

Stamp & Sign of the tenderer

Place:

(Signature and Seal of the Notary)