

**GOVERNMENT OF MANIPUR  
STATE ACADEMY OF TRAINING: TAKYELPAT**

TENDER DOCUMENTS FOR  
**PREPARING DOCUMENTARY SHORT FILM.**

**TENDER NO: 8/10/2011-SAT (Pt-II) (B)**  
ISSUE OF TENDER DOCUMENT

THIS TENDER DOCUMENT SET IS ISSUED TO:

NAME: .....  
Address: .....  
.....  
.....  
TELEPHONE: .....  
FAX NO: .....

FEE FOR THIS TENDER DOCUMENT IS RS. 1,000/-

SALE OF THIS TENDER DOCUMENT IS AGAINST DEMAND DRAFT NO. ....  
DATED ..... DRAWN ON .....

OFFICIAL RECEIPT NO. .... DATED .....

ISSUED BY:

for **ADDITIONAL DIRECTOR,**  
STATE ACADEMY OF TRAINING, MANIPUR

**NOTE:** EACH AND EVERY PAGE OF THIS DOCUMENT SHOULD BE SIGNED BY THE BIDDER.

**STATE ACADEMY OF TRAINING, TAKYELPAT  
MANIPUR  
([www.satmanipur.nic.in](http://www.satmanipur.nic.in))  
SHORT TENDER NOTICE**

Sealed tenders on behalf of the State Academy of Training, Takyelpat are invited under two bid systems i.e. **"Technical Bid" and "Financial Bid"** from registered, reputed and financially sound Companies, Firms, Agencies and Cooperative Societies for providing service for preparing **Documentary (Short Films)** under the provision of Intensive Training Programme for the financial year 2013-14. Service Provider agencies having at least three years experience in the field and valid license from Competent Authority of the State/Union Territory and also having ESI/ EPF/ PPF, Service Tax and PAN/GIR Nos. from the concerned department of the Government for providing the service as mentioned above shall be eligible.

The interested agencies should send their offers in tender documents obtainable from the office of the Deputy Director-SAT, Takyelpat on payment of Document fee for Rs 1000/- in cash (non refundable) or downloading it from the website [www.satmanipur.nic.in](http://www.satmanipur.nic.in) and deposit it along with Earnest Money of Rs. 75,000/- (refundable) in the form of Pay Order or Demand Draft in favour of the Additional Director, State Academy of Training, Takyelpat, Manipur plus the prescribed document fee in cash, so as to reach the State Academy of Training latest by **18.11.2013 at 11.00 AM** duly super scribed on envelope **"Technical Bid" and "Financial Bid" separately- Tender for preparing documentary short film.** The Technical Bids will be opened on **20<sup>th</sup> November, 2013 at 11.30 AM** in the office of the Additional Director/Chairman, DTC- SAT in the presence of bidders who may like to be present.

The Tender committee SAT, Manipur has the right to accept or reject any/ all tender (s) without assigning any reason.

**State Academy of Training, Takyelpat  
Manipur**

## **SCOPE OF WORK AND GENERAL INSTRUCTIONS FOR BIDDERS:-**

1. The works requires making documentary short film for 20 min in Best case study for the flagships program in Manipur.
2. The theme for the film will be provided by State Academy of Training.
3. The film requires the subtitle into English with voice background for explanation including the Dubbing/Editing so as to produce a complete documentary film.
4. The format for the film should be compatible to VLC Player; Windows Media Player etc.and 10 copies in DVD format along with the mother copy shall be submitted to the consignor.
5. The bids have been invited under **two bid system i.e. Technical bid and financial bid**. The interested agencies are advised to submit two separate sealed envelopes super scribing "**Technical Bids for Tender for Documentation** " and "**Financial Bids for Documentation** " for State Academy of Training ,Takyelpat,Manipur
6. The earnest money deposit (EMD) of Rs.75,000/- (Rupees Seventy Five Thousand Only), refundable (without interest),should be necessarily accompanied with the Technical Bid of the agency in the form of Demand Draft of any of the Scheduled Bank drawn in favour of Additional Director State Academy of Training, Takyelpat,Manipur. Bids from the Registered Cooperative Societies will also be accepted along with EMD as per State Government instructions. Tenders not accompanied by earnest money of the requisite amount will be summarily rejected.
7. If the concessioner after award of contract fails to perform the assigned work, his full security amount with the Academy, will be forfeited.
8. The Security Deposit (EMD) shall be retained for 6(six) months and shall be refunded after successful completion of the contract period provided there are no recoveries to be made arising out of poor quality of work, incomplete work and violation of any terms and conditions of the contract as stipulated in the Bid document. A fund of Security Deposit (EMD) is subject to full and final settlement of the final payment for the work contracted/executed under the contract. No interest will be paid to the contractor on the Security Deposit.
9. All entries in the Tender Form should be legible and filed clearly, neatly and accurately. Any alteration, erasing or over-writing would make tender invalid unless the same are neatly carried out and attested over the signatures of Tenderer. If the space for furnishing information is insufficient, a separate sheet duly signed by the authorized signatory may be attached.

10.The envelope containing Technical Bid shall be opened first on the scheduled date and time **20.11.2013 at 11.30 AM** in the office of State Academy of Training in the presence of the representative of the Companies/Firms/Agencies, who wish to be present on the spot at that time. Technical Bid shall be evaluated by the Committee. Necessary clarification required by the Committee shall be furnished by the Tenderer within the time given by the Academy for the same. Financial Bids of Technical qualified/eligible Bidders meeting all the requisite criterion only shall be opened on the date and time notified in presence of short listed contractors or their authorized representatives.

11.The Director General, State Academy of Training, Manipur reserves the right to accept or reject any/all Bids without assigning any reason.

12.The Bidder shall quote the Technical and Financial Bids as per the format enclosed at Annexure 1 and 2.

I/We certify that I/We have read the terms and conditions as given in the service agreement. I/We undertake that it is my/our responsibility to ensure delivery of service. The service provider shall also have to observe compliance of all the relevant Laws, Act & Rules as applicable and as amended from time to time and or any other Rules framed thereunder from time to time by the Central or State Government and or any authority constituted by or under any law, for the category of persons deployed by me/us.

Place:- \_\_\_\_\_

Dated:- \_\_\_\_\_

Signature of Tenderer\_\_\_\_\_

Name of the Tenderer\_\_\_\_\_

Address \_\_\_\_\_

| <b><u>DETAILS NOTICE INVITING TENDERS</u></b> |                                                                                                |
|-----------------------------------------------|------------------------------------------------------------------------------------------------|
| NAME OF THE WORK                              | Making 10 short film for 20 min. for flagship program in Manipur both in Rural and Urban Areas |
| TIME LIMIT                                    | 3 Months as per work Plan and Timeline Schedule in Training Calendar                           |
| ESTIMATED COST                                | 8.50 Lakhs                                                                                     |
| EARNEST MONEY                                 | Rs.75,000/-                                                                                    |
| LAST DATE OF SALE OF TENDER                   | 18/11/2013                                                                                     |
| LAST DATE OF RECEIPT OF TENDER                | 18/11/2013                                                                                     |
| DATE OF OPENING OF TENDER                     | 20/11/2013                                                                                     |
| PLACE OF OPENING THE TENDER                   | Imphal                                                                                         |

## TECHNICAL BID DOCUMENT

### ESTIMATED COST: Rs.8.5 Lakhs

**Format of Vital Information about the Service Provider to the State Academy of Training,  
Takyelpat, Manipur.**

|                                                                                                                                                                                                                                                                                              |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Name of the Organization/Firm applying for providing outsourcing services                                                                                                                                                                                                                    |  |
| Postal Address                                                                                                                                                                                                                                                                               |  |
| Telephone/FAX/Mobile No. of the Organization/Firm.                                                                                                                                                                                                                                           |  |
| Status of the Organization/Firm (Whether Private or Public Sector undertaking or Sole Proprietor or Partnership or Cooperative Society etc)? The bidder should attach a resolution passed by the Executive Body authorizing the specific Officer/Partner for signing the documents.          |  |
| Name and mobile number of the person to be contacted                                                                                                                                                                                                                                         |  |
| Whether the bidder possessed the requisite experience, if yes, give details Separate sheet be attached, if needed.                                                                                                                                                                           |  |
| Particulars of Licence obtained from Labour/Home Department of the State /UT (With proof)                                                                                                                                                                                                    |  |
| Details of PAN/TAN No. obtained (With proof)                                                                                                                                                                                                                                                 |  |
| The details of Service Tax No. allotted to organization/firm.                                                                                                                                                                                                                                |  |
| Details of Registration with the authorities of ESI/EPF/PPF                                                                                                                                                                                                                                  |  |
| Financial resources, assets in terms of tenderer's property (Movable and Immovable) held on the date of submission of tender (Latest audited balance sheet is also be to attached)                                                                                                           |  |
| Details of earnest money.                                                                                                                                                                                                                                                                    |  |
| Declaration in the form of Affidavit that the individual/Firm/Organization was not black listed/prosecuted by any Central/State/UT/Departments/Statutory Bodies or by any Court of Law or any partner or share holder thereof, not directly and indirectly connected with is to be attached. |  |

## **ORDER FOR ARRANGEMENT OF DOCUMENTS WITH THE TECHNICAL BID**

1. Application-Technical Bid and declaration.
2. Attested copy of registration of agency.
3. Attested copy of PAN/GIR Card.
4. Attested copy of the latest IT return filed by agency.
5. Attested copy of Service Tax registration certificate.
6. Attested copy of the PF registration letter/certificate.
7. Attested copy of the ESI registration letter/certificate.
8. Certified copy of the statement of bank account of agency for the last six months.
9. Certified documents in support of entries in column of Technical Bid application.
10. Copy of the terms and conditions mentioned in the Tender Document with each page duly signed and sealed by the authorized signatory of the agency in token of their acceptance.

**NB- All copies must be attested.**

## **FINANCIAL BID DOCUMENT**

### **Terms and Conditions**

Terms and Conditions for Annual Contract for Printing Training Reading Materials to the State Academy of Training. Each page of the tender form and its enclosures should be given the page No. and signed by the tenderer, in the absence of which the tender will be treated as invalid. Tenders submitted without earnest money deposit shall be out rightly rejected. The tenders will be opened as per date mentioned in the NIT in the presence of tenderers or their representatives who wish to be present. In case the date of opening the tender is declared as holiday/closed day, the tenders will be received/ opened on the following working day at the same time:-

*ANNEXURE-I*

#### **Printing**

#### **Estimated Cost: Rs.8.5 Lakhs**

| <b>Item</b>                                                                          | <b>Specification</b>                                                                                                     | <b>Minimum Requirement</b>            |
|--------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|---------------------------------------|
| 10 Documentary film in Best Case Study for Flagship program in Urban and Rural Areas | Completely edited/subtitled in English for 20 minute documentary film in DVD format compatible to standard media player. | 10 copies each along with mother copy |

*ANNEXURE-II*

#### **Details to be furnished by the Tenderer in Financial Bid**

- I. Name of the Firm .....
- II. Charges for Camera and Crew Members.....
- III. Lights, Sound and Equipment Charges .....
- IV. Narration/dubbing/subtitle/Editing Charges .....
- V. Transportation Charges .....
- VI. Working Lunch Charges.....
- VII. Directorial and production charges .....
- VIII. Service Charges.....

Place:-.....

Signature of the Tenderer.....

Dated:-.....

Name of the Tenderer.....

Address.....