

Tender Document
For
Selection of Video Production
Firm/company for making
documentary for the services of
JREDA

NIB Number: 08/JREDA/VID/18-19

JREDA
Government of Jharkhand



Jharkhand Renewable Energy Development Agency (JREDA)

3rd Floor, S.L.D.C. Building, Kusai Colony, Doranda, Ranchi-834002.

Ph.: 0651-2491161, Fax: 0651-2491165,

E-mail: info@jreda.com; Website: www.jreda.com

CONTENTS

| Sl. No. | Description | Page No. |
|----------------|---|-----------------|
| 1 | e-Procurement Notice | 03 |
| 2 | Section-1 List of Important dates & details of Bids | 04 |
| 3 | Section-2 Instruction to Bidders | 05 |
| 4 | Section-3 Notice Inviting Bid | 06 |
| 5 | Section-4 Instruction to Bidders | 09 |
| 6 | Section-5 General Terms & Conditions | 19 |
| 8 | Annexure-1 (Covering Letter) | 25 |
| | Annexure-2 (Checklist for Technical Bid) | 26 |
| 9 | Annexure-3 (Information about the Bidding Firm) | 27 |
| 10 | Annexure-4 (Declaration by the Bidder) | 28 |
| 11 | Annexure-5 (Annual Turn Over) | 29 |
| 12 | Annexure-6 (Power of Attorney for Signing Bid) | 30 |
| 13 | Annexure-7 (Details of Work Experience) | 31 |
| 14 | Annexure-8 (Financial Bid format) | 32 |
| 15 | Annexure-9 (Bank Guarantee format for EMD) | 33 |

Jharkhand Renewable Energy Development Agency (JREDA)

3rd Floor, S.L.D.C. Building, Kusai Colony, Doranda, Ranchi-834002.

Ph.: 0651-2491161, Fax: 0651-2491165,

E-mail: info@jreda.com; Website: www.jreda.com

e-Procurement Notice

Tender reference no.: 08/JREDA/VID/18-19,

Dated: 05.06.2018

| | | |
|----|---|--|
| 1. | Name of the work | Selection of Video Production Firm/company for making documentary for the services of JREDA |
| 2. | Estimated cost (Rs.) | Rs. 20.00 Lakhs |
| 3. | Contract Period | 12 (Twelve) Months |
| 4. | Date of publication of NIT on website: http://jharkhandtenders.gov.in | 05.06.2018 (Tuesday) |
| 5. | Date & time of Pre-bid meeting | 11.06.2018 (Monday) at 12.30 P.M. |
| 6. | Last date & time for receipt of online bids | 18.06.2018 (Monday) upto 05:00 PM |
| 7. | Submission of original copies of Bid fee & EMD (Offline) | 18.06.2018 and 19.06.2018 up to 5.00 P.M. |
| 8. | Technical Bid Opening Date | 20.06.2018 (Wednesday) at 03:00 PM |
| 9. | Name & address of office inviting tender | Director, Jharkhand Renewable Energy Development Agency(JREDA) 3 rd Floor, SLDC Building, Kusai, Doranda, Ranchi- 834002 (Jharkhand) |
| 10 | Contact no. of procurement officer | 0651-2491163/61 |
| 11 | Helpline no. of e-procurement | 0651-2491163/61 |

Any change can be seen on website: <http://jharkhandtenders.gov.in> & www.jreda.com
Further details can be seen on website: <http://jharkhandtenders.gov.in> & www.jreda.com

**Sd/-
Director,
JREDA, Ranchi**

Section -1

NIB No: 08/JREDA/VID/18-19

List of Important dates & details of Bids

| | | |
|----|--|---|
| 1. | Name of work | Selection of Video Production Firm/company for making documentary for the services of JREDA |
| 2 | Tender reference no. | 08/JREDA/VID/18-19 |
| 3 | Contract period | 12 (Twelve) Months |
| 5 | Mode of submission of tender | Online through www.jharkhandtenders.gov.in |
| 9 | Cost of Bid document (Non-refundable) | <ul style="list-style-type: none">• Rs.5,000/- (Rupees Five Thousands only) for General Bidder/Startup.• Rs. Nil for MSME of Jharkhand. |
| 10 | Earnest Money Deposit | <ul style="list-style-type: none">• For General Bidder/Startup: Rs. 5,000/-• MSME of Jharkhand: Nil. |
| 11 | Publishing on website | 05.06.2018 (Tuesday) |
| 12 | Pre-Bid meeting | 11.06.2018 (Monday) at 12.30 P.M. |
| 13 | Period of downloading of bidding documents | Start date: 06.06.2018 Time: 10.00 AM |
| | | End date: 20.06.2018 Time: 05.00 PM |
| 14 | Bid online submission | Start date:13.06.2018 Time: 11.00 AM |
| | | End date: 18.06.2018 Time: 05.00 PM |
| 15 | Technical bid opening date | 20.06.2018 (Monday) at 03:00 PM |
| 16 | Authority inviting bids | Director, Jharkhand Renewable Energy Development Agency(JREDA) |
| 17 | Address | Jharkhand Renewable Energy Development Agency(JREDA) 3 rd Floor, SLDC Building, Kusai, Doranda, Ranchi- 834002. Ph.No: 2491161,Fax No: 0651-2491165 Web site: www.jreda.com E-mail: info@jreda.com |

Note: The **tender fee** and **Earnest Money Deposit (EMD)** in **original** must be submitted between all working days from **18.06.2018** and **19.06.2018** by 5.00 PM. **If tender fee and EMD are not received before mentioned date and time, tender shall be considered invalid.**

Place for receiving tender fee & EMD

Jharkhand Renewable Energy Development Agency (JREDA), 3rd Floor, SLDC Building, Kusai, Doranda, Ranchi- 834002.

Section-2

NIB No: 08/JREDA/VID/18-19

Instructions to Bidders

Detailed instructions & documents to be furnished for online bidding

1. The guidelines to submit bid online can be downloaded from website <http://Jharkhandtenders.gov.in>
2. The interested bidders can download the bid from the website "<http://Jharkhandtenders.gov.in>".
3. To participate in bidding process, bidders have to get 'Digital Signature Certificate (DSC)' as per Information Technology Act-2000 to participate in online bidding. This certificate will be required for digitally signing the bid. Bidders can get above mention digital signature certificate from any approved vendors (CCA). Bidders, who already possess valid Digital Certificates, need not to procure new Digital Certificate.
4. The bidders have to submit their bids online in electronic format with digital Signature. The bids without digital signature will not be accepted. No proposal will be accepted in physical form.
5. Bids will be opened online as per time schedule mentioned in section 1
6. Bidders should get ready with the scanned copies of cost of documents & EMD as specified in the tender document. Before submission of online bids, bidders must ensure that scanned copy of all the necessary documents have been attached with bid.
7. Bidder have to produce the original D.D. towards tender fee & EMD in approved form to the authority "Director, Jharkhand Renewable Energy Development Agency, Ranchi" on the date & time as mentioned in the NIT failing which bidder will be disqualified. The details of cost of documents, EMD specified in the tender documents should be the same as submitted online (scanned copies) otherwise tender will summarily be rejected.
8. Uploaded documents of valid successful bidders will be verified with the original before signing the agreement. The valid successful bidder has to provide the originals to the concerned authority. The department will not be responsible for delay in online submission due to any reason.
9. All the required information for bid must be filled and submitted online.
10. Other details can be seen in the bidding documents.

B. Details of documents to be furnished for online bidding:

11. **Scanned copies of the following documents to be up-loaded in pdf format on the website <http://Jharkhandtenders.gov.in>.**
 - i. D. D. towards Tender fee.
 - ii. Duly pledged EMD (Annexure).
 - iii. GST certificate.
 - iv. PAN Card.
 - v. Firm's Registration certificate.
 - vi. Certified copies of the annual returns with audited balance sheet and Income Tax Returns (ITR) submitted to the 'Registrar of Companies' (R.O.C.) of three years should be enclosed.
12. Scanned Copies of the Annexure as per the enclosed formats should be uploaded after converting the same to .pdf format.
 - i. Annexure-1: Covering letter.
 - ii. Annexure-2: Checklist for Technical Bid.

- iii. Annexure-3: Information about the bidding firm
 - iv. Annexure-4: Declaration by the bidder.
 - v. Annexure-5: Average Annual Turnover certificate issued by CA.
 - vi. Annexure-6: Format for power of attorney for signing of bid.
 - vii. Annexure-7: Details of Orders Received and Executed in Last 5 Years
13. **Duly filled in & digitally signed Price Bid.**
14. Uploaded documents of valid successful bidders will be verified with the original before signing the agreement. The valid successful bidder has to provide the originals to the concerned authority on receipt of such letter, which will be sent through registered post.

Section-3

NIB No: 08/JREDA/VID/18-19

Notice Inviting Bid

Sub: Selection of Video Production Firm/company for making documentary for the services of JREDA

Preamble:

As part of Social outreach and Promoting Digital India and Keeping in mind the extensive publicity of the work and projects being implemented by JREDA, JREDA invites bid for **"Selection of Video Production Firm/company for making documentary for the services of JREDA "** for short listing of experienced & eligible Agency to whom work shall be allocated for successful execution of the project in a defined time frame.

Eligibility Criteria:

A. Technical

1. Company /Firm should be empanelled with Directorate of Advertising and Visual Publicity (DAVP) (It must be mandatory to attach copy of supporting document)
2. Company/ Firm should be registered form GSTIN (Copy of supporting document)
3. Each Bidder shall submit a maximum of one (1) Proposal for the Assignment, in response to this tender document.
4. Consortium/ Joint venture shall not be considered.
5. The Applicant should have an office in Ranchi. In case Applicant has no office in Ranchi, it should undertake to establish a fully functional office with all requirements.

B. Experience:

1. The bidder should have minimum 3 years' experience in video production.
2. Should have worked with **min 5 in Central Government / State Government / Govt. institute/ Govt. PSU for Video production of events.**

C. Turnover:

Average Annual Financial Turnover in the last 3 years, ending 31st March 2017/18 should not be less than 25 Lakhs.

- D. The firm should have a team of at least 5 **Editorial staff** and 7 **Content generating, technical and design team.**

SECTION-4

NIB No: 08/JREDA/VID/18-19

INSTRUCTIONS TO BIDDERS
Table of Clauses

| Clause A. General | | Clause D. Submission of Bids | |
|--|------------------------------------|-------------------------------------|---|
| 1 | Scope of Bid | 17 | Deadline for Submission of Bids |
| 2 | Source of Funds | | |
| 3 | Eligible Bidders | E. Bid Opening | |
| 4 | Qualification of the Bidder | 18 | Bid Opening |
| 5 | One Bid per Bidder | 19 | Process to be Confidential |
| 6 | Cost of Bidding | 20 | Clarification of Bids and Contracting the JREDA |
| | | 21 | Examination of bids and Determination of Responsiveness |
| B. Bidding Documents and Evaluation | | | |
| | | 22 | Correction of Errors |
| 7 | Content of Bidding Documents | 23 | Evaluation and Comparison of Bids |
| 8 | Clarification of Bidding Documents | 24 | Price Preference |
| 9 | Amendment of Bidding Documents | F. Award of Contract | |
| C. Preparation of Bids | | 25 | Award Criteria |
| 10 | Language of Bid | 26 | JREDA Right to Accept any Bid and to Reject any or all Bids |
| 11 | Documents Comprising the Bid | 27 | Notification of Award |
| 12 | Bid Prices | 28 | Performance Security |
| 13 | Currencies of Bid and Payment | 29 | Corrupt or Fraudulent Practices |
| 14 | Bid Validity | | |
| 15 | Earnest Money | | |
| 16 | Sealing and Marking of Bids | | |

Instructions to Bidders (ITB)

A. General

1. Scope of Bid

- 1.1. The JREDA invites bids for the work as described in these documents and referred to as "the work". The name and identification number of the works is provided in the Notice Inviting Bid.
- 1.2. The successful Bidder will be expected to complete the Works by the Intended Completion time specified in the General Conditions of Contract.
- 1.3. Throughout these documents, the terms "bid" and "tender" and their derivatives (bidder/ tenderer, bid/ tender, bidding/ tendering) are synonymous.

2. Source of Funds

- 2.1. The JREDA has decided to undertake the works of **"Selection of Video Production Firm/company for making documentary for the services of JREDA"** through funds from the Government of Jharkhand, Govt. of India & Beneficiary to be implemented through JREDA.

3. Eligible Bidders

- 3.1. This Invitation for Bids is open to all bidders as defined in the Notice Inviting Bid.
- 3.2. Bidders shall not be under a declaration of ineligibility for corrupt and fraudulent practices /debarred/blacklisted by the Central Government, the State Government or any public undertaking, autonomous body, authority by whatever name called under the works.

4. Qualification of the Bidder

- 4.1. All bidders shall provide in Section 3, Forms of Bid and Qualification information, a preliminary description of the proposed work method and schedule, including drawings and charts, as necessary.
- 4.2. All bidders shall include the following information and documents with their bids in Section 3, Qualification Information unless otherwise stated in the Notice Inviting Bid/ITB.
 - a. Copies of original documents defining the constitution or legal status, place of registration, and principal place of business.
 - b. Copy of written power of attorney of the signatory of the Bid to commit the Bidder.
 - c. Experience in works of a similar nature and size for each of the last five years, and details of works in progress or contractually committed with certificates from the concerned officer or competent authority.
 - d. Reports on the financial standing of the Bidder, such as profit and loss statements and auditor's reports for the last three years.
 - e. Certified copies of the annual returns submitted to the 'Registrar of Companies' (R.O.C.) should be enclosed. For the preceding year, a summarized sheet of turnover certified by registered CA may be enclosed.

- f. For proprietary/partnership companies, copies of Income Tax returns with full details of turnover should be enclosed. A summarized sheet of turnover certified by registered CA should also be enclosed.
- 4.3. Bids from joint venture are not allowed.
- 4.4. Bidder shall submit all the information required to be provided as per Annexure-1, 2, 3, 4, 5, 6, 7, 8, 9 & 10.
- 4.5. Even though the bidders meet the qualifying criteria of Section-3, they are subject to be disqualified if they have:
 - a. made misleading or false representations in the forms, statements, affidavits and attachments submitted in proof of the qualification requirements; and/or
 - b. record of poor performance such as abandoning the works, not properly completing the contract, inordinate delays in completion, litigation history, or financial failures
 - c. Participated in the previous bidding for the same work and had quoted unreasonably high or low bid prices and could not furnish rational justification for it to JREDA.

5. One Bid per Bidder

- 5.1. Each Bidder shall submit only one Bid for one work. A Bidder who submits more than one Bid will cause the proposals with the Bidder's participation to be disqualified.

6. Cost of Bidding

- 6.1. The Bidder shall bear all costs associated with the preparation and submission of his Bid, and the JREDA will, in no case, be responsible or liable for those costs.

B. Bidding Documents

7. Content of Bidding Documents

- 7.1. The set of bidding documents comprises the documents listed below and addenda issued in accordance with Clause 10 of ITB.
 - a. Notice Inviting Tender
 - b. Instructions to Bidders
 - c. Qualification Information
 - d. Conditions of Contract
 - e. Bill of Quantities
 - f. Form of Bid
 - g. Form of Bank Guarantee.
- 7.2. The bidder is expected to examine carefully all instructions, conditions of contract, contract data, forms, terms and specifications, bill of quantities, forms in the Bid Document. Failure to comply with the requirements of Bid Documents shall be at the bidder's own risk. Pursuant to clause 21 hereof, bids, which are not substantially responsive to the requirements of the Bid Documents, shall be rejected.

8. Clarification of Bidding Documents and Pre-bid Meeting

- 8.1. A prospective Bidder requiring any clarification of the bidding documents may notify the JREDA in writing at the JREDA's address indicated in the Notice Inviting Tenders.

- 8.2. Pre-bid meeting will be held on **11.06.2018 at 12.30 P.M.** in the Conference Hall of JREDA. The bidder or his authorized representative may attend the meeting.
- 8.3. The purpose of such a meeting will be to clarify issues and to answer questions on any matter that may be raised at that stage.
- 8.4. The bidder is requested to submit any questions in writing so as to reach the JREDA not later than two days before the meeting.
- 8.5. Any modifications of the bidding documents listed in Clause 8.1 of ITB, which may become necessary as a result of the pre-bid meeting shall be made by the JREDA exclusively through the issue a Corrigendum/Addendum.
- 8.6. Non-attendance at the pre-bid meeting will not be a cause for disqualification of a bidder.

9. Amendment of Bidding Documents

- 9.1. Before the deadline for submission of bids, JREDA may modify the bidding documents by issuing corrigendum/addendum.
- 9.2. To give prospective bidders reasonable time in which to take a corrigendum/addendum into account in preparing their bids, the JREDA shall extend, if necessary, the deadline for submission of bids, in accordance with Clause 17.2 of ITB.

C. Preparation of Bids

10. Language of Bid

- 10.1. All documents relating to the Bid shall be in the English language specified in the Notice Inviting Bid.

11. Documents Comprising the Bid

- 11.1. Technical Bid – (Fee/Pre-Qualification/Technical Cover)
 - i. EMD & Tender Fee
 - a. Scanned Copy of Demand draft drawn in favour of "DIRECTOR, JREDA", payable at Ranchi towards Cost of Tender Fee and Earnest Money Deposit as specified in the Notice Inviting Bid. Bid fee and EMD to be submitted in original in the office of JREDA as per the instruction given in the Bid.
 - ii. Technical Details & Declaration
 - a. Proposed work programme (work method, time schedule and financial flow), description, and charts as necessary (Duly to be signed digitally) to comply with the requirement of the Bidding Document.
 - b. Scanned copy of an Affidavit by the Bidder that he/she has accepted the S.B.D.
 - iii. Technical Details of documents
Scanned copies/Prescribed Formats of Documents to be attached in "My Document" in .pdf format file duly digitally signed by the bidder.
 - a. Income Tax clearance certificate/PAN Card
 - b. GST certificate.
 - c. Proof of completion of similar works during the last 5 years in the prescribed formats in the ITB duly signed by the competent authority of the issuing Department.

- d. Audited Financial Report for the last 3 years (unto 31/3/2017/18) certified by chartered Accountant with ITR.
- e. Certified copies of the annual returns submitted to the 'Registrar of Companies' (R.O.C.) should be enclosed. For the preceding year, a summarized sheet of turnover certified by registered CA shall be enclosed.
- f. For proprietary/partnership companies, copies of Income Tax returns with full details of turnover should be enclosed. A summarized sheet of turnover certified by registered CA shall be enclosed.
- g. Annual Turn over Details certified by Chartered Accountant.
- h. List of current litigant cases in which the bidder is involved.
- i. Authorized address & contact numbers of the bidder as per instruction in the Notice Inviting Bid duly digitally signed.
- j. Undertaking for validity of bid for 180 days.

11.2. Financial Bid – (Finance Cover)

- a. Duly Quoted & digitally signed Bill of Quantity (BoQ) in the file supplied by JREDA in .xls/.pdf format shall be uploaded.

NOTE:- All the documents should be digitally signed.

11.3. The following documents, which are not submitted with the bid, will be deemed to be part of the bid.

Section Particulars

- a. Notice inviting Tender
- b. Instruction to the bidders
- c. Conditions of Contract
- d. Contract Data

12. Bid Prices

- 12.1. The Contract shall be for the whole Works, as described in Clause 1.1 of ITB.
- 12.2. The Bidder shall adopt the Item Rate Method as specified in the Notice Inviting Bid only the same option is allowed to all the Bidders.
- 12.3. All duties, taxes, royalties and other levies payable by the Contractor under the Contract, or for any other cause, shall be included in the rates, prices, and total Bid price submitted by the Bidder.
- 12.4. The rates and prices quoted by the Bidder shall be fixed for the duration of the Contract and shall not be subject to adjustment.

13. Currencies of Bid

- 13.1. The unit rates and the prices shall be quoted by the bidder entirely in Indian Rupees (INR).

14. Bid Validity

- 14.1. Bids shall remain valid for a period of 180 (One Hundred Eighty) days after the deadline date for bid submission specified in Clause 19 of ITB. A bid valid for a shorter period shall be rejected by the JREDA as non-responsive.

15. Earnest Money

- 15.1. The Bidder shall furnish, as part of the Bid, Earnest Money, in the amount specified in the Notice Inviting Bid.
- 15.2. The Earnest Money shall, at the Bidder's option, be in the form of Bank Guarantee/Demand Draft of a scheduled commercial bank, issued in favour of the name given in the Notice Inviting Bid. The Bank Guarantee shall be valid for 12 months or more after the last date of receipt of bids. Other forms of Earnest Money acceptable to the JREDA are stated in the Notice Inviting Bid.
- 15.3. Any bid not accompanied by an acceptable Earnest Money, unless exempted in terms given in the Notice Inviting Bid, shall be rejected by the JREDA as nonresponsive.
- 15.4. The Earnest Money of unsuccessful bidders will be returned within 30 days of finalization of the tender.
- 15.5. The Earnest Money of the successful Bidder will be discharged when the Bidder has signed the Agreement and furnished the required Security Deposit.
- 15.6. The Earnest Money may be forfeited:
 - a. if the Bidder withdraws the Bid after bid opening (technical bid) during the period of Bid validity;
 - b. in the case of a successful Bidder, if the Bidder fails within the specified time limit to
 - i. Sign the Agreement; and/or
 - ii. Furnish the required Security Deposit.

16. Sealing and Marking of Bids

- 16.1. The Bidder shall place the file marked "Technical Bid". The file will have markings as follows:

Technical Bid: To be opened on (date and time of Technical Bid opening as per clause 18.1 of ITB.)

The Technical bid file shall only contain Original of DD towards payment of bid fee and DD or BG towards payment of EMD.
- 16.2. The file containing the Technical Bid shall
 - a) be addressed to the JREDA at the address provided in the Notice Inviting Bid
 - b) bear the name and identification number of the Contract as defined in clause 1.1 of ITB; and
 - c) provide a warning not to open before the specified time and date for Bid opening as defined in clause 18.1 of ITB.

D. Submission of Bids

17. Deadline for Submission of Bids

- 17.1. Complete Bids (including Technical and Financial) must be received by the JREDA at the address specified in the Notice Inviting Bid not later than the date and time indicated in the Notice Inviting Bid.
- 17.2. The JREDA may extend the deadline for submission of bids by issuing an amendment in accordance with Clause 8.3 of ITB, in which case all rights and obligations of the JREDA

and the bidders previously subject to the original deadline will then be subject to the new deadline.

E. Bid Opening and Evaluation

18. Bid Opening

- 18.1. The JREDA will open the bids received (except those received late). In the event of the specified date for the submission of bids being declared a holiday for JREDA, the Bids will be opened at the appointed time and location on the next working day.
- 18.2. The files containing the technical bid shall be opened. The document marked "cost of bidding document" will be opened first and if the cost of the bidding documents is not there, or incomplete, the remaining bid documents will not be opened, and bid will be rejected.
- 18.3. In all other cases, the amount of Earnest Money, forms and validity shall be announced. Thereafter, the bidders' names and such other details as the JREDA may consider appropriate, will be announced by the JREDA at the opening.
- 18.4. The JREDA will prepare minutes of the Bid opening, including the information disclosed to those present in accordance with Clause 18.3 of ITB.
- 18.5. Evaluation of the technical bids with respect to bid security, qualification information and other information furnished in Part-I of the bid in pursuant to Clause 12.1 of ITB, shall be taken up and completed and a list will be drawn up of the responsive bids whose financial bids are eligible for consideration.
- 18.6. The JREDA shall inform, by email, the bidders, whose technical bids are found responsive, date, time and place of opening as stated in the Notice Inviting Bid. In the event of the specified date being declared a holiday for the JREDA, the bids will be opened at the appointed time and location on the next working day through they or their representative, may attend the meeting of opening of financial bids.
- 18.7. At the time of the opening of the 'Financial Bid', the names of the bidders whose bids were found responsive in accordance with clause 18.5 of ITB will be announced. The financial bids of only these bidders will be opened. The remaining bids will be returned unopened to the bidders. The responsive bidders' names, the Bid prices, the total amount of each bid, and such other details as the JREDA may consider appropriate will be announced by the JREDA at the time of bid opening. Any Bid price which is not read out and recorded, will not be taken into account in Bid Evaluation
- 18.8. The JREDA shall prepare the minutes of the opening of the Financial Bids.

19. Process to be Confidential

- 19.1. Information relating to the examination, clarification, evaluation, and comparison of bids and recommendations for the award of a contract shall not be disclosed to bidders or any other persons not officially concerned with such process until the award to the successful Bidder has been announced. Any attempt by a Bidder to influence the JREDA's processing of bids or award decisions may result in the rejection of his Bid.

20. Clarification of Bids and Contacting the JREDA

- 20.1. No Bidder shall contact the JREDA on any matter relating to its bid from the time of the bid opening to the time the contract is awarded.
- 20.2. Any attempt by the bidder to influence the JREDA's bid evaluation, by any means, bid evaluation, bid comparison or contract award decision may result in the rejection of his bid.

21. Examination of Bids and Determination of Responsiveness

- 21.1. During the detailed evaluation of "Technical Bids", the JREDA will determine whether each Bid
 - (a) meets the eligibility criteria defined in Clauses 3 and 4;
 - (b) has been properly signed;
 - (c) is accompanied by the required securities; and
 - (d) is substantially responsive to the requirements of the bidding documents. During the detailed evaluation of the "Financial Bids", the responsiveness of the bids will be further determined with respect to the remaining bid conditions, i.e. Backend, Integration & Databases Services, Report and feedback services.
- 21.2. The "Financial bids" of only those bidders shall be opened, who qualify in "Minimum Eligibility Conditions" and qualifies in "technical evaluation".
- 21.3. A substantially responsive "Financial Bid" is one, which conforms to all the terms, conditions, and specifications of the bidding documents, without deviation as per requirement of NIB. A deviation or reservation is one (a) which affects in any substantial way the scope, quality, or performance of the Works; (b) which limits in any substantial way, inconsistent with the bidding documents, the JREDA's rights or the Bidder's obligations under the Contract; or (c) whose rectification would affect unfairly the competitive position of other bidders presenting substantially responsive bids.
- 21.4. If a "Financial Bid" is not substantially responsive, it will be rejected by the JREDA, and may not subsequently be made responsive by correction or withdrawal of the nonconforming deviation or reservation.

22. Corrections of Errors

- 22.1. Bids determined to be substantially responsive, will be checked by the JREDA for any arithmetic errors. Errors will be corrected by the JREDA as follows:
 - a. where there is a discrepancy between the rates in figures and in words, the rate in words will govern; and
 - b. Where there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern.
- 22.2. The amount stated in the Bid will be adjusted by the JREDA in accordance with the above procedure for the correction of errors and shall be considered as binding upon the Bidder. If the Bidder does not accept the corrected amount, the Bid will be rejected, and the Earnest money shall be forfeited in accordance with Clause 15.6(b) of ITB.

23. Evaluation and Comparison of Bids

- 23.1. The JREDA will evaluate and compare only the bids determined to be substantially responsive in accordance with Clause 23 of ITB.
- 23.2. In evaluating the bids, the JREDA will determine for each Bid the evaluated Bid price by adjusting the Bid price by making correction, if any, for errors pursuant to Clause 22 of ITB.
- 23.3. If the Bid of the successful Bidder is seriously unbalanced in relation to the Engineer's estimate of the cost of work to be performed under the contract, the JREDA may require the Bidder to produce detailed price analysis for any or all items of the Bill of Quantities, to demonstrate the internal consistency of those prices with the construction methods and schedule proposed. After evaluation of the price analyses, the JREDA may require that the amount of the performance security set forth in Clause 28 of ITB be increased at the expense of the successful Bidder to a level sufficient to protect the JREDA against financial loss in the event of default of the successful Bidder under the Contract. The amount of the increased performance security shall be decided at the sole discretion of the Employer, which shall be final, binding and conclusive on the bidder.
- 23.4. After its evaluation, the JREDA may require that the amount of the performance security set forth in Clause 28 be increased at the expense of the successful Bidder to a level sufficient to protect the JREDA against financial loss in the event of default of the successful Bidder under the Contract. The amount of the increased performance security shall be decided at the sole discretion of the JREDA, which shall be final, binding and conclusive on the bidder.

24. Price Preference

- 24.1. There will be no price preference to any bidder.

F. Award of Contract

25. Award Criteria

- 25.1. Subject to Clause 21 of ITB, the JREDA will award the Contract to the Bidder whose Bid has been determined to be substantially responsive to the bidding documents and who has offered the lowest evaluated Bid price, provided that such Bidder has been determined to be (a) eligible in accordance with the provisions of Clause 3 of ITB, and (b) qualified in accordance with the provisions of Clause 4 of ITB; and as per clause 14 of Notice Inviting Bid (Section-3).

26. JREDA's Right to accept any Bid and to reject any or all Bids

- 26.1. Notwithstanding Clause 25 above, the JREDA reserves the right to accept or reject any Bid, and to cancel the bidding process and reject all bids, at any time prior to the award of Contract, without thereby incurring any liability to the affected Bidder or bidders or any obligation to inform the affected Bidder or bidders of the grounds for the JREDA's action without any reason.

27. Notification of Award and Signing of Agreement

- 27.1. The bidder whose Bid has been accepted will be notified of the award by the JREDA prior to expiration of the Bid validity period by cable, email, telex or facsimile confirmed by

registered letter. This letter (hereinafter and in the Part I - General Conditions of Contract called the "Letter of Acceptance") will state the sum that the JREDA will pay to the Contractor in consideration of the execution and completion of the Works (hereinafter and in the Contract called the "Contract Price").

- 27.2. The notification of award will constitute the formation of the Contract, subject only to the furnishing of a performance security in accordance with the provisions of Clause 30.
- 27.3. The Agreement will incorporate all agreements between the JREDA and the successful Bidder. It will be signed by the JREDA and the successful Bidder after the performance security is furnished.
- 27.4. Upon the furnishing by the successful Bidder of the Performance Security, the JREDA will promptly notify the other Bidders that their Bids have been unsuccessful.

28. Performance Security

- 28.1. Successful bidder shall submit a security deposit @10% of the allotted work order value in the form of Bank Guarantee/DD valid for 60 days on or before 15 days from issuing work order. If Bank Guarantee will not be submitted within stipulated period from the date of issue of work order then JREDA may cancel the work order.
- 28.2. The Security Deposit shall be refunded / released to the bidder after expiry of 60 days from the actual date of successful completion.

29. Corrupt or Fraudulent Practices

The JREDA requires the bidders/Contractors to strictly observe the laws against fraud and corruption in force in India, namely, Prevention of Corruption Act, 1988.

Section-5

General Terms & Conditions

NIB No: 08/JREDA/VID/18-19

1. Introduction:

The instruction/information contained in the bid documents are for guidance and compliance of the intending bidder. Bidders are advised to obtain clarification from JREDA, if any, prior to submission of their bid, failing which it will be deemed that the stipulation made in the bid documents have been read, understood and are acceptable to the bidder.

Bidder shall bear all costs associated with the preparation and submission of the bid, journeys undertaken by them and subsequent bidding process till the award of the order to successful bidder and the JREDA shall in no case, shall be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

2. Scope of work:

- a) The selected agency will be required to make creative Video spot, documentary, Shoot Film, Promotional Film in the form of Script, Messages, Lyrics, etc.
- b) The selected agency will be required to create comprehensive creative of video Spot (30sec, 60sec, 1-2m, 2-5m and 5-15 minutes in HD formats) in form of Story board/ Script, Messages, Graphics, Animation, fresh shoot etc,
- c) The selected agency shall use drones for video shooting as per the requirement.
- d) The selected agency will have to provide LED wall and Plasma TV for the event.
- e) Populating, publishing and updating the content as and when required on 24X7 bases. The frequency for information will be on a continuous and daily basis.

Note: All the videos shall be with voiceover.

1. Bid documents:

Tender documents shall comprise of all the documents mentioned in this Bid. In addition to these any other documents/amendments/revisions or instructions issued by JREDA from time to time to bidders till due date of opening of the offers, shall also be deemed to be integral part of the bid document.

2. Price:

The bidder shall quote his price as per schedule of items of work. The contract price rates shall be firm and binding and shall not be subject to any variation except for statutory variation of taxes and duties during the contractual completion period. ***The price shall be inclusive of all taxes, duties and levies etc. including design, development in accordance of the financial bid submitted by the firm(on the letter head) with no extra charges to be payable other than quoted rate as on the opening date of tender.***

3. Payment terms and conditions:

The payment will be made to the successful bidder as per the work order issued basing on the L1 price arrived at as per the break up in *Annexure 8*.

Subject to any deduction, which JREDA may be authorized to make under this contract, the contractor shall be entitled to payment as follows:

- a. **100 %** of the rate of successful video production (*as per Annexure 8*) will be paid on receipt of the bill duly certified by the authorized officer of JREDA along with all requisite Documents as per the work order.

4. Performance Guarantee:

- A. Successful bidder shall submit a performance guarantee @5% of the work order value in the form of Bank Guarantee valid for 4 months on or before release of any payment.
- B. The Security Deposit/Performance Guarantee shall be submitted in the form of bank guarantee in favour of "Director, JREDA" payable at Ranchi from any Indian Nationalized bank/Scheduled bank.
- C. Non submission of Security Deposit/Performance Guarantee within the time frame, shall lead to forfeiture of EMD and cancellation of Work Order.
- D. If Bidder fails to carry out the work allotted as per the provisions of the tender documents then such Bidder may be black listed for future awards of work.

5. Agreement:

The successful qualified bidders shall have to enter into an agreement in the office of the Director, JREDA, in prescribed format before commencement of the service.

6. Income Tax :

Without prejudice to the obligations of the contractor under law, any income tax which JREDA may be required to deduct by law/statute, shall be deducted at source and shall be paid to income tax authorities on account of the contractor. JREDA shall provide the contractor a certificate for such deductions of tax.

30. Indemnification

The Selected Agency will indemnify JREDA, against any misuse of brand name, logo, and related activities. For any misuse of brand name, logo etc., the Selected Agency themselves will be held responsible. Project Director, JREDA, will take necessary legal actions for such cases.

7. Cancellation of Work Order:

JREDA will be at liberty to terminate/blacklist in part or full the awarded contract without prejudicing its rights and affecting the obligations of the Contractor by giving 15 (Fifteen) days' notice in writing in the following events:

- (a) If the contractor/supplier is found defaulter for delays in supply of services to JREDA as per the Scope of Work.
- (b) If the Contractor/vendor is involved in any action of moral turpitude.

- (c) If at any time, during the tendering process or after award of work, any of the documents/informations submitted by the bidder is found to be incorrect, false or untruthful, the bid and/ or the resultant order may be summarily rejected/cancelled at the risk of the bidder and EMD/SD will be forfeit and bidder will blacklisted.
- (d) Empanelment conditions are not met within the specific time period
- (e) Misleading claims about the empanelment status are made

8. Jurisdiction of the Court:

All disputes would be settled within Ranchi jurisdiction of court of law only.

9. Confidentiality

The contractor shall maintain utmost confidentiality of information supplied method of operation, procedure etc. and shall not make or allow to make an unauthorized copy, use, access or other utilization of these materials commercially or otherwise, directly or indirectly except as agreed to by JREDA.

This confidentiality will be maintained by the contractor for a period of two years from the date of service level agreement. The bidder shall follow the standard information systems of security policies and Govt. of India guidelines.

10. OTHER TERMS AND CONDITIONS

- (a) The empanelment shall be valid initially for a period of 2 (two) years, JREDA, Ranchi reserves the right to extend the same on yearly basis up to 2 (two additional years on the same or mutually agreed terms & conditions subject to Periodical review of their performance.
- (b) JREDA reserve the right to drop any Applicant from the empanelled list without assigning any reason whatsoever. JREDA also reserve the right to modify the terms and conditions of empanelment.
- (c) All decision taken by JREDA, regarding empanelment shall be final and binding on all Empanelled Agencies.
- (d) Empanelled agencies should be ready to work on Sundays and holidays.
- (e) Empanelled agencies should always maintain a data bank of information and videos etc.

Annexure-1

Format for Covering Letter

NIB No: 08/JREDA/VID/18-19

(To be submitted in the official letter head of the company)

To,

The Director,
Jharkhand Renewable Energy Development Agency
3rd Floor, S.L.D.C. Building,
Kusai Colony, Doranda,
Ranchi - 834002.

Sub: Selection of Video Production Firm/company for making documentary for the services of JREDA

Sir,

We are hereby submitting our offer in full compliance with the terms and condition of the above NIB No. We have submitted the requisite amount of "Earnest Money" in the form of Bank Guarantee/Demand Draft, valid for twelve months and Bid fee.

The tender is uploaded on www.jharkhandtenders.gov.in as per the requirement of the website separately Technical Bid & Financial Bid.

(Signature of Authorized Signatory)

Name:

Designation:

Company Seal:

Annexure-2
Check List for Technical bid

NIB No: 08/JREDA/VID/18-19

| S. No. | Particulars | Uploaded Yes / No | Page No. |
|--------|--|-------------------|----------|
| 1 | Covering Letter as per Annexure-1. | | |
| 2 | Information about the Bidder as per Annexure-3. | | |
| 3 | Declaration by Bidder as per Annexure-4. | | |
| 4 | Average Annual Turnover for last three years ending 31.03.2017 (Attach average annual turnover certificate as per Annexure-5) | | |
| 5 | Net worth as on 31.03.2017. (Attach proof & Net worth certificate as per Annexure-6) | | |
| 6 | Authority Letter for Signing Bid Document & Attending Bid Opening Meeting as per Annexure-7 | | |
| 7 | The proof of related work in any PSU/Govt. organization in the last five years as per NIB in Annexure-8. Attach copy of the order/work completion and certificate indicating its successful execution. | | |
| 8 | To indicate the functionality of the firm attach the balance sheet of last three years ending 31.03.2017 of the firm duly certified by statutory Auditor. | | |
| 9 | A copy of valid GST/ TIN registration certificate | | |
| 10 | Details of tender document fee (Bank Draft No. and Date) | | |
| 11 | Details of Earnest money Deposit (Bank Guarantee/DD Number & Date) | | |

** Please number the pages of the uploaded documents and write it in the box.*

Please ensure:

- i) That all information is provided strictly in the order mentioned in the check list mentioned above.
- ii) Bidders are advised to strictly confirm compliance to bid conditions and not to stipulate any deviation/conditions in their offer. Subsequent to bid submission, JREDA may or may not seek confirmations/clarifications and any offer(s) not in line with Bid conditions shall be liable for rejection.
- iii) Any clarification/confirmation bidder may require shall be obtained from JREDA before submission of the bid. Bidder shall submit complete bidding document including subsequent amendment, modification and revision, duly signed and stamped as a token of having read, understood and accepted all the terms and condition mentioned therein.

(Signature of Authorized Signatory)

Name:

Designation:

Company Seal:

Annexure-3

Format for Information about the Bidder

NIB No: xx/JREDA/DIG/18-19

Selection of Video Production Firm/company for making documentary for the services of JREDA

| | |
|--------------------------------|--|
| Name of the Agency /Firm | Address and other details of the Agency/Firm |
| Website Address (if any) | |
| Phone Numbers Fax Numbers | |
| E-mail | |
| Contact person's Name | |
| Contact Person's Mobile Number | |
| Contract Person's Fax Number | |
| Contract Person's email ID | |

(Signature of Authorized Signatory)

Name:

Designation:

Company Seal:

Annexure-4

Declaration by the Bidder

NIB No: 08/JREDA/VID/18-19

(To be submitted in the official letter head of the company)

I/We _____ (here in after referred to as the Bidder) being desirous of tendering for the rate contract for work under the above mentioned tender and having fully understood the nature of the work and having carefully noted all the terms and conditions, specifications etc. as mentioned in the tender document, DO HEREBY DECLARE THAT

1. The Bidder is fully aware of all the requirements of the tender document and agrees with all provisions of the tender document.
2. The Bidder is capable of executing and completing the work as required in the tender.
3. The Bidder accepts all risks and responsibilities directly or indirectly connected with the performance of the tender.
4. The Bidder has no collusion with any employee of JREDA or with any other person or firm in the preparation of the bid.
5. The Bidder has not been influenced by any statement or promises of JREDA or any of its employees, but only by the tender document.
6. The Bidder is financially solvent and sound to execute the work.
7. The Bidder is sufficiently experienced and competent to perform the contract to the satisfaction of JREDA.
8. The information and the statements submitted with the tender are true.
9. The Bidder is familiar with all general and special laws, acts, ordinances, rules and regulations of the Municipal, District, State and Central Government that may affect the work, its performance or personnel employed therein.
10. The Bidder has not been debarred from similar type of work by any Government Dept. /PSU.
11. The Bidder gives the assurance to execute the tendered work as per specifications terms and conditions.
12. The Bidder accepts that the earnest money be absolutely forfeited by JREDA if the Bidder fails to undertake the work or sign the contract within the stipulated period.

(Signature of Authorized Signatory)

Name:

Designation:

Company Seal:

Annexure-5

Format For Financial Requirement – Annual Turnover

NIB No: 08/JREDA/VID/18-19

[On the letterhead of Bidding Company]

To,

The Director,
Jharkhand Renewable Energy Development Agency
3rd Floor, S.L.D.C. Building,
Kusai Colony, Doranda,
Ranchi - 834002

Dear Sir,

Sub: **Selection of Video Production Firm/company for making documentary for the services of JREDA**

We certify that the Bidding Company had an average Annual Turnover of Rs. -----
----- based on audited annual accounts of the last three years ending 31.03.2017/18.

| Sl. No. | Financial Year | Turn over (in Rupees) |
|----------------|--------------------------------|------------------------------|
| 1. | 2015-16 | |
| 2. | 2016-17 | |
| 3. | 2017-18 | |
| | Average Annual Turnover | |

Authorised Signatory
(Power of Attorney holder)

Statutory Auditor
(Stamp & Signature)

Date:

Annexure-6

Format for Financial Requirement - Net Worth Certificate

NIB No: 08/JREDA/VID/18-19

[On the letterhead of Bidding Company]

To,

The Director,
Jharkhand Renewable Energy Development Agency
3rd Floor, S.L.D.C. Building,
Kusai Colony, Doranda,
Ranchi - 834002

Dear Sir,

Sub: Selection of Video Production Firm/company for making documentary for the services of JREDA

Sir,

This is to certify that Net worth of _____ {insert the name of Bidding Company}, as on **31st March 2017/18** is Rs _____. The details are appended below.

| Particulars | Amount (In Rs.) |
|--|------------------------|
| Equity Share Capital | |
| Add: Reserves | |
| Subtract: Revaluation Reserve | |
| Subtract: Intangible Assets | |
| Subtract: Miscellaneous Expenditure to the extent not written off and carried forward losses | |
| Net Worth as on 31 st March 2017/18 | |

Authorised Signatory
(Power of Attorney holder)

Statutory Auditor
(Stamp & Signature)

Annexure -7

Format of Power of Attorney for Signing Bid

NIB No: 08/JREDA/VID/18-19

POWER OF ATTORNEY

(To be on non-judicial stamp paper of appropriate value as per Stamp Act relevant to place of execution.)

Know all men by these presents, we.....(name and address of the registered office) do hereby constitute, appoint and authorize Mr. / Ms.....(name and residential address) who is presently employed with us and holding the position of.....

as our attorney, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to our bid for **NIB No: xx/JREDA/VID/18-19**, including signing and submission of all documents and providing information / Bids to Jharkhand Renewable Energy Development Agency, representing us in all matters before [Insert Name], and generally dealing with Jharkhand Renewable Energy Development Agency in all matters in connection with our bid for the said Project.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us.

For

_____Signature (Name, Designation and Seal)

Accepted by

..... (Signature) (Name, Designation and Seal)

(Name, Title and Address of the Attorney)

Note: The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, lay down by the applicable law and the charter documents of the executants (s) and when it is so required the same should be under common seal affixed in accordance with the required procedure.

Annexure-8

Details of Orders Received and Executed in Last 5 Years

NIB No: 08/JREDA/VID/18-19

Details of Orders Received & Executed as per NIB for Govt. Organization during Last Five Years.

| SL. No. | Name of Agency/ Organization | Work Order No., Date. | Date of commissioning and full execution with letter no. & date of the performance certificate | Page number of the Work order/ purchase order submitted | Page number of the performance certificate/recommendation submitted |
|----------------|-------------------------------------|------------------------------|---|--|--|
| | | | | | |

Yours faithfully,

(Signature of Authorized Signatory)

Name:

Designation:

Company Seal:

Note:

- (a) Attach Photocopies of Purchase Orders
- (b) Attach Photocopies of Certificate of Satisfactory Performance Issued by Concerned Nodal Agency/*PSU*/ Govt. Organization
- (c) Separate sheet may be used for giving detailed information in seriatim duly signed with page number. Proof of work order/purchase order and corresponding performance certificate should be submitted/enclosed in the bid. Non submission of the work orders and corresponding performance certificate will be treated as no experience.

Annexure-9

Financial Bid

NIB No: 08/JREDA/VID/18-19

(To be submitted on the letterhead of the company/firm)

| Video Production with Light & camera + Producer, etc (complete TV production) with voiceover | | |
|---|-----------------------|----------------------|
| Size | Quantity(Sets) | Quoted Amount |
| 30 Sec | | |
| 45 Sec | | |
| 60 Sec | | |
| Up to 2 minutes | | |
| 2 to 10 minutes | | |
| 10 minutes to 30 minutes | | |
| Total | | |

1. Above quoted price are complete in all respect as per Technical Specifications inclusive of all Central/State/Local taxes & duties, packing, forwarding, transit insurance, loading & unloading, transportation & other charges etc.
2. Certified that rates quoted are as per specifications, terms & conditions mentioned in the bid document.

(Signature of Authorized Signatory)

Name:

Designation:

Company Seal:

(This bid Performa must be submitted duly signed in case separate sheet is submitted)

Annexure-10

Format for Submitting Bank Guarantee for Earnest Money Deposit

NIB No: 08/JREDA/VID/18-19

(To be submitted in Rs. 100/- Non-Judicial Stamp Paper to be purchased in the name of the issuing bank)

To,

The Director,
Jharkhand Renewable Energy Development Agency
3rd Floor, S.L.D.C. Building,
Kusai Colony, Doranda,
Ranchi - 834002.

WHEREAS (Contractor's name) (hereinafter referred to as "Contractor"), a company registered under the Companies Act, 1956 and having its registered office at is required to deposit with you, the Purchaser, by way of Earnest Money Rs. (Rupees only) in connection with its tender for the work with reference to Notice Inviting Bid (NIB) No. dated as per specification and terms and conditions enclosed therein.

WHEREAS the Contractor as per "Notice Inviting Bid, point no. 3 Earnest Money" has agreed to establish a Bank Guarantee in Your favour through us valid up to (Date) instead of deposit of earnest money in cash.

WHEREAS you have agreed to accept a Bank Guarantee from us in instead of earnest money in cash from the Contractor.

1. We (Bank) hereby agree and undertake to pay you on demand the said amount of Rs. (Rupees only) without any protest or demur in the event the Contractor/Tenderer after submission of his tender, resiles from or withdraws his offer or modifies the terms and conditions thereof in a manner not acceptable to you or expresses his unwillingness to accept the order placed and/or letter of intent issued on the Contractor/Tenderer for the work under "Notice Inviting Bid Ref. No.:" **08/JREDA/VID/18-19** ".
2. Your decision as to whether the Contractor/Tenderer has resiled from or has withdrawn his offer or has modified the terms and conditions thereof in a manner not acceptable to you or has expressed his unwillingness to accept the order placed and/or Letter of Intent issued by you on the Contractor/Tenderer for the work under "Notice Inviting Bid Ref. No.:" **08/JREDA/VID/18-19** in this regard, shall be final and binding on us and we shall not be entitled to question the same.

3. Notwithstanding anything contained in the foregoing, our liability under this Guarantee shall be restricted to Rs. (Rupees only).
4. This Guarantee shall remain valid and in full force and effect up to (Date) and shall expire thereafter unless an intimation is given to the Bank by you earlier in writing discharging us from our obligation under this Guarantee.
5. We shall not revoke this Guarantee during its currency except by your consent in writing.
6. This Guarantee shall not be affected by any change in the constitution of the Contractor/Tenderer or yourselves or ourselves but shall ensure to your benefit and be enforceable against our legal successors or assignees by you or your legal successors.
7. Notwithstanding anything contained herein above unless a demand or claim under this Guarantee is made on us in writing within six months from the date of expiry of this Guarantee we shall be discharged from all liabilities under this Guarantee thereafter.
8. We have power to issue this Guarantee under our Memorandum and Articles of Association and the undersigned who is executing this Guarantee has the necessary power to do so under a duly executed Power of Attorney granted to him by the Bank.

Signed and Delivered

For and on behalf of Bank.

(Banker's Name)

Name of Bank Manager:

Address

.....