



F.No. Hq/SIB/ MISC/7/8/2010 -17

Dated, the 28th January, 2011

To

TENDER DOCUMENT
Production of Educational/Awareness film

1. Objective

The objective of the educational/awareness film is to spread awareness among the masses. The Central Bureau of Narcotics intends to produce 20-25 minute film on ill-effects of illicit opium poppy cultivation in different parts of the country so as to sensitize people to the problem and encourage them to refrain from such activities and on being noticed report such illicit poppy cultivation to the enforcement agencies. The film will be in Hindi with translation in English, Bangla and Kashmiri languages.

2. Scope of work

(i) The work includes concept, research, script writing, cinematography shooting, editing, music & voice over for producing and delivering 20-25 minute film highlighting the impact ill-effects of drugs on economy and society as a whole. The work would require the production team to visit hilly and plain states in India and cover the activities related to survey and destruction of illicit crop as per departments guidelines.

(ii) The film is to be produced in Hindi with translations in English, Bengali and Kashmiri languages

(iii) The film is intended to be used at national level and hence the technical quality of the film should be very high to leave an impact and appeal to the general public. Digi Beta or High Definition cameras to be used for making the film.

(iv) To tie-up with news channels as approved by the Central Bureau of Narcotics for telecast of the film to spread awareness among masses

3. Eligibility criteria: Proposals are invited for making of documentary films. The bidder must fulfill the following Eligibility conditions and also submit documentary evidence in support of fulfilling these conditions while submitting the bid. For those vendors who are not qualified, their bid will not be considered.

(i) The organization or individual should have completed a minimum of three documentaries of 20-25 minutes duration.

And

- (ii) The bidder should have at least 5 yrs experience of documentary film making in the capacity of Director as on the date of application.
- (iii) The bidder/filmmaker to have facilities to shoot the film in Digi Beta camera or High Definition camera.
- (iv) The bidder should preferably have experience of working in the electronic media.

4. Deliverables

- (a) The requirement is to make educational documentary film in Hindi with translations in English/Bengali/Kashmiri languages with focus to create awareness among people against illicit cultivation of opium poppy. The script should be prepared in Hindi with translation in English, Bengali and Kashmiri. The script must be written blending creativity, brevity and precision in fine harmony and supported by sound conceptualization and out of box thinking. The script in Hindi and translations in English, Bengali and Kashmiri languages is to be delivered to the Central Bureau of Narcotics Gwalior within 15 days of award of tender.
- (b) The production of film is to be completed by June 2011.
- (c) Supply of 20-25 minutes film digital broadcast Master (Digi Beta Master) (in Hindi, English, Bengali and Kashmiri) with **50 Master DVDs**
- (d) Raw stock/unmixed and unedited versions of the proposed film (script both audio/video) will be the property of the Central Bureau of Narcotics, Government of India and the same is required to be handed over to the Central Bureau of Narcotics, Gwalior. The Central Bureau of Narcotics (CBN) reserves the right to use the film wholly or in part in whichever manner as the CBN deems fit.
- (e) The Digi Beta/Betas should be appropriately labeled and the DVDs should be in the jewel box duly stamped / printed with attractive design duly approved by the CBN. Each of the deliverable item as detailed above should be packed in corrugated boxes with waterproof lining and same would be required to be delivered to the Narcotics Commissioner, Central Bureau of Narcotics, 19, The Mall, Morar, Gwalior-474006 (M.P.).
- (f) Telecast of the awareness film in the news channels approved by the Central bureau of Narcotics

5. Guidelines for submission of proposals : The interested agencies possessing the requirements prescribed under eligibility criteria may submit their proposals in two parts (Technical and Financial bids) as detailed below:

(a) Technical bid packet should contain the following documents

- (i) Profile & track record of the company
- (ii) Balance sheet for last three years
- (iii) Photocopy of the PAN Card issued by Income Tax Department

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- (iv) Photocopy of the Service Tax Registration
- (iv) Refundable Earnest Money Deposit of ₹50,000/- (Rupees fifty thousands) in the form of Demand Draft from a scheduled bank for drawn in favour of the Drawing and Disbursing Officer, Central Bureau of Narcotics, Gwalior
- (v) A story board for the sake of comparison

All the above documents should be put in an envelope sealed and superscribed as "Technical Packet for Production of educational documentary film to spread awareness against illicit cultivation" and envelope should carry the tender number, due date for submission alongwith the name, address, telephone number, e-mail address of the agency. One self-addressed envelope should be attached with the Technical Bid to send invitation to be present for opening of financial bid.

(b) Financial bid packet should contain the following:

A complete break-up of the cost (including taxes) in production of the film in Indian Rupees only is to be indicated. The cost details should be given in the following format

Concept	Shooting	Recording (voice over music etc)	Travel expenses	Editing/mixing etc	Others, if any	Total

Cost involved in telecast of the film on leading news channels in India should also be indicated separately. Agencies/Production houses should also submit a signed letter/email from the TV channels to telecast documentary and time slots.

The detailed financial cost should be put in an envelope sealed and superscribed as "Financial packet for Production of educational documentary film against illicit cultivation" and the envelope should carry the tender number due date for submission along with the name, address telephone number and email address of the agency.

The cover containing both the technical and financial sealed packets should be put in a big cover, sealed and superscribed as "Technical and financial packets for Production of educational documentary film to spread awareness against illicit cultivation" and submitted to the Narcotics Commissioner, Central Bureau of Narcotics, 19, the Mall, Morar, Gwalior-474006 (M.P.) in person or by registered post before 1600 hrs on 11th February, 2011.

6. Opening of bids & selection process :

(1) **Opening of bids:** The technical bid will be opened on 15th February, 2011 at 0300 PM before the representatives of shortlisted bidders who will be notified in advance, *Am*

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the time, date and venue of opening of financial bids. Bidders are requested to attach a self-addressed envelope with the Technical Bid for the purpose.

(2) **Selection process**: Firstly, the technical bid will be evaluated by a Committee. Technical assessment will be based on Profile & Track Record, Concept, Story Board and against parameters laid down in the eligibility criteria in para 3 above. On the basis of the technical assessment, three agencies will be selected and the financial packet of these three agencies only will be opened in their presence on a designated date.

7. Terms of payment : No advance payment will be considered. Payment will be made on three installments as detailed below:

(1) First installment of payment of 30% of the total approved cost of production (excluding cost of telecast) will be made by cheque or demand draft on completion of production of the film and submission of unedited version of the film.

(2) Second installment of payment of 60% of the total approved cost of production (excluding cost of telecast) will be made by cheque or demand draft on delivery of final versions of the film (all languages)

(3) Third installment of payment of 10% of the total approved cost of production (excluding cost of telecast) will be released on telecast of the film on TV channels as approved by the Central Bureau of Narcotics. The cost of telecast will also be released after telecast of the film.

8. Time Line : Selected bidder on award of contract will first discuss the story line with the officers of the Central Bureau of Narcotics and on obtaining approval on concept and story line will commence shooting immediately. The bidder will also send timeline for each of the item of work from submission of script to telecast by TV channels. The bidder will complete the film in all respect on priority and deliver the same by 31st July 2011.

9. Other important information

(a) The ownership of the film both the unmixed and mixed version (of all languages) will at all time rest with the Government of India, Ministry of Finance, Central Bureau of Narcotics Gwalior and the agency/bidder will have no proprietary or other rights in respect of the same. The CBN reserves the right to control the editing of the film in accordance with objectives laid down.

(b) Selected bidder will be responsible for any copy right issues / plagiarism resorted to by the bidder/agency. The Central Bureau of Narcotics will not be a party to any dispute arising out of copy right violation / plagiarism by the bidder.

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(c) The Central Bureau of Narcotics is not bound to accept the lowest or any tender or assign any reason for non-acceptance. The Central Bureau of Narcotics reserves its right to accept the tender either in full or in part. Conditional bids will be rejected outright.

(d) Delayed or incomplete tenders will not be accepted / considered.

(e) If any defects / unsatisfactory workmanship found during the making of the film shall be re-shooted or changes will be done free of cost.

(f) The responsibility of procuring necessary permission for filming at various locations will be with the bidder. However, the Central Bureau of Narcotics will assist wherever possible.

10. Penalty clause: Any delay from the stipulated schedule would invite a penalty of ₹01,000/- per day in respect of each of the item of work as enumerated in the scope of work indicated above.

11. Termination by default : The Central Bureau of Narcotics reserves the right to terminate the contract of any agency / agencies in case of changes in the Government procedures or unsatisfactory services.

12. Force Majeure: Neither party will be liable in respect of failure to fulfill its obligations, if the said failure is entirely due to Acts of God, Governmental restrictions or instructions, natural calamities or catastrophe, epidemics or disturbances in the country. The party affected by an event of Force Majeure will immediately notify the other party of such an event and will also notify the unaffected party on cessation of disability resulting from such Force Majeure act.

13. Arbitration: In case disputes are not resolved through mutual consultation the same will be referred to Arbitrator duly appointed by the Ministry of Finance Department of Revenue who will resolve the matter of dispute under the provisions of the Indian Arbitration & Reconciliation Act. The venue of arbitration will be at Gwalior.

14. Jurisdiction : The contract shall be governed by laws of India and all Government rules on purchase matter issued from time to time and in force for the time being are applicable to this contract tender.



(Vivek Prasad)

Deputy Narcotics Commissioner (P&V)

Copy to Computer Section to place scanned copy on CBN Website at:

<http://www.cbn.nic.in/html/tender.htm>

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