



F. No. AUD /CECED /14-81/2018-19/UNICEF WB
24.12.2018

To,

M/s

**Sub: Inviting Tenders/Quotations for development of training videos for the project
'Technical Assistance on ECE to UNICEF West Bengal'**

Sealed Tenders are invited from Agencies/Consultants for development of Training videos.

General Instruction for Bidders

**A. ENGAGEMENT OF AGENCY/CONSULTANT FOR DEVELOPMENT OF VIDEOS FOR
CECED, AMBEDKAR UNIVERSITY DELHI**

The Centre for Early Childhood Education and Development (CECED), Ambedkar University Delhi (AUD) invites sealed tenders in a two bid system from eligible agencies/Consultant for development of training videos in collaboration with CECED.

B. SCOPE OF WORK

CECED, Ambedkar University Delhi will require the services of agency/Consultant for the following broad categories of the work:

- i. **Recce and Production phase:** Recce followed by video recordings on the two themes in one of the district in West Bengal, the themes are:
 - Story Telling Activity in the AWC (Anganwadi Centre)
 - Material development for the AWC
- ii. **Post-production phase:** Digital archiving of the video footage collected from the video recordings for the four themes mentioned above. Editing the videos, sound mastering, voiceover recording and layering, titling/info-graphics and final output of four sets of video in DVD format.
- iii. The medium of the videos will be Bengali. Subtitling will be done in English only.
- iv. Necessary background information, other data and any additional inputs will be provided by the CECED.
- v. A minimum of two rounds of review per video to be done as per the Reviews/recommendations suggested by CECED.
- vi. Final videos to be submitted by 15th February, 2019

B. SUBMISSION OF BID

Interested agency/ Consultant is required to submit the **sealed two bid in two separate envelopes** as per below details:



i. Technical Bid

This envelop will contain the Technical bid for short listing of agencies/ Consultants as per the format (**Annexure I- for agency / Annexure II- for Consultant**) enclosed, duly signed by authorized representative of the agency with company seal (for Consultant-signature only). This envelope will be super-scribed as “**Tender for Selection for developing Videos – Technical Bid**” The name and address of the agency/Consultant should be mentioned on each envelope. **Open envelopes or envelopes which are not sealed will not be accepted.**

The Technical Bid prepared by the agency shall comprise the following components:

1. Technical bid as per the format – **Annexure I**
 2. A Corporate brochure of the agency
 3. Documentary evidence already developed in the form of submitting the videos in CD/DVD/ internet link establishing the agency’s eligibility to bid and qualification to perform the contract if the bid is accepted.
 4. Copy of Article and Memorandum of Association / Partnership deed or Proprietorship deed, if any (Self Attested)
 5. In case of any change in the agency’s status due to Merger or Acquisition etc., kindly provide the documents to support the statutory positions of the agency
 6. Copy o Certificate of Incorporation
 7. Copy of Service Tax Registration
 8. Copy of Latest Income Tax Return
 9. Copy of PAN Card / TAN Card Latest Annual Report of the agency, if any
- *All the documents submitted should be self-attested.*

The Technical Bid prepared by the Consultant shall comprise the following components:

1. Technical bid as per the format – **Annexure II**
 2. Copy of latest CV
 3. Documentary evidence already developed in the form of submitting the videos in CD/DVD/ internet link establishing the consultant’s eligibility to bid and qualification to perform the contract if the bid is accepted.
 4. Copy of PAN Card
 5. Copy of Work Orders/ assignments taken from other organizations for the similar kind of work.
 6. Details of the production work like engaging any external agency or production house/ studio for post-production work, hiring of any other personnel for assistance.
- *All the documents submitted should be self-attested.*

ii. Financial Bids

This envelop should contain Financial Bid duly signed by authorized representative of agency/ Consultant with company seal (for Consultant-signature only) and super-scribed as “**Tender for Selection for developing Videos-Financial Bid**”. **Open envelopes or envelopes which are not sealed will not be accepted.**



C. SELECTION OF BIDS

CECED, Ambedkar University Delhi shall open the Technical Bid (Annexure 1/ II) in presence of Tender Selection Committee duly constituted by the Competent Authority from Ambedkar University Delhi. The Financial Bid will be opened only for agencies/Consultant declared eligible after qualifying in Technical Tender and selected after technical evaluation by the Tender Selection Committee.

* Please note that the agencies/ consultant might be contacted, if required for further discussion or clarifications.

Selection of the Agency/ Consultant will be done on the basis of the technical bid on the following parameters:

S.No.	Parameters	Score	Details
1	Domain Experience	10	Experience in developing training videos on various domains of social science
2	Previous Similar Work	10	Experience in developing videos/ training videos/documentaries on early childhood education/ education.
3	Quality of videos	10	
4	Years of experience	10	
5	Submission of all the required documents	10	
	Total	50	

Agency/ Consultant scored 40 and above points in Technical Tender will only be qualifying for opening of Financial Bid. However, decision of tender evaluation committee shall be final in this regard.

D. PAYMENT TERMS

Payment will be made in three installments and the schedule of payment of installments will be as follows:

- 1st Instalment: 20% on signing the ToR (Terms of Reference)
- 2nd Instalment: 20% on completion of recce and field shooting in one of the district of West Bengal
- 3rd Instalment: 60% on Video Editing and Final Video Output of 4 videos to be handed over in DVD format

Payment will be made through account payee cheque/NEFT on submission of the original vouchers/receipts/ bills for each item used during recce, production phase, invoice for consultancy

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fee of camera assistant and the studio charges in post-production phase to CECED. The payment will be done as per the actual charges.

You are requested to submit the quotation for the above items in the form of the two sealed bids (Technical and Financial separately) describing the detailed technical specifications and budgetary specifications, within 14 days from the date of advertisement to the undersigned. If the Bids are not submitted in 2 separate sealed envelopes, the application will be out rightly rejected.

-Sd-

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Lothian Road, Kashmere Gate
Delhi, 110006

TERMS of REFERENCE (ToR) OF CONTRACT FOR SUBMISSION OF TENDER/QUOTATION

1. Sealed Tenders should be clearly super scribed as “**Quotation for developing training videos under UNICEF West Bengal Project**”.
2. Late receipt of bids (i.e. after due date and time) will not be considered.
3. Rates must be quoted in figures & words in INR with all levies and taxes.
4. Each page of the tender document should be signed by the tenderer and duly stamped.
5. Special discount/rebate admissible to Education Institution/ University may be specifically indicated in the quotation, if applicable.
6. The bidder shall submit the tender document with seal and signature on each page within the stipulated period as token of acceptance of terms & conditions. Tender documents in any other form and not completed in all respect shall be summarily rejected.
7. CECED, AUD reserves the right to reject any or all tender (s) without assigning any reason. The decision of AUD in this regard shall be final. No enquiries in this regard shall be entertained. Correspondence during tendering process may invite disqualification.
8. **Earnest Money Deposit:** A fixed amount of Rs. 10,000/- (Rupees Ten Thousand only) in the form of crossed demand draft drawn in favour of “Registrar, Ambedkar University Delhi” will have to be deposited by the Agency as EMD with the tender application. Tenders received without prescribed Earnest Money shall not be considered.
9. All the content, photos, videos and other material shared must remain confidential and must not be distributed further without seeking CECED’s prior written permission.
10. No content or any other material should be used without the consent of the CECED concerned Officer.



11. The Agency/Consultant must take into account any feedback/suggestions/comments provided by CECED, AUD.
12. **Penalty Clause:** In case of incomplete /unsatisfactory/partial work submission, the agency/Consultant will have to bear a penalty of **Rs. 10,000** (Ten thousand only) unless the work settlement is mutually agreed upon.
13. The Agency should be a registered Company and should have a bank account in the name of the Agency.
14. The Agency/Consultant will have to fill a format with required details (Annexure I/II) and submit along with Financial & Technical proposal.
15. The expenditure pertaining to travel, food and lodging will be arranged and borne by CECED directly as per CECED policy

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Annexure I

Details of Agency (To be filled and printed on Company's Letter Head)

Agency Name	
Registered Company Name	
Office Address	
Registered Company Address	
Name of Director	
Contact Number	
Fax	
Email ID	
TIN Number	
PAN Number	
Cheque to be made in the Name of (Company Name)	
Account Number	
Bank Name	
Bank Branch/Address	
Bank IFSC	

DECLARATION

I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief and I undertake to inform you of any changes therein, immediately. In case any of the above information is found to be false or untrue or misleading or misrepresenting, I am aware that I may be held liable for it.

Place:

Date:

Signature of Director



Annexure II

Details of Consultant

Consultant Name	
Office Address	
Contact Number	
Fax	
Email ID	
PAN Number	
Cheque to be made in the Name of (Consultant Name)	
Account Number	
Bank Name	
Bank Branch/Address	
Bank IFSC	

DECLARATION

I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief and I undertake to inform you of any changes therein, immediately. In case any of the above information is found to be false or untrue or misleading or misrepresenting, I am aware that I may be held liable for it.

Place:

Date:

Signature of Director