

**BHAGAT PHOOL SINGH MAHILA VISHWAVIDYALAYA KHANPUR
KALAN (SONIPAT)**

(Here in after referred to as Govt. University *BPSMV*)

UNIVERSITY P&S BRANCH

DETAILED NOTICE INVITED TENDER

SHORT TERM eTENDER

Work : Preparation of Documentary film of BPSMV.

Cost of work:- 8.00 lacs

Amount of Earnest Money: - Rs. 16000/-

Time Limit:- —

SHORT TERM e-TENDER FORM

"Preparation of documentary film of BPSMV."

Sr. No.	Particulars	Remarks
1.	Online Bid Submission Start	upto_____.
2.	Online Bid Submission End	_____.
3.	Tender Fee	Rs.500/-
4.	Earnest Money Required	As per Annexure-A (Attached)
5.	e-Service Fee	Rs.1180 /-



B. P. S. MAHILA VISHWAVIDYALAYA KHANPUR KALAN(SONIPAT) Detailed

Notice Inviting Tender

Invites the bids from eligible bidders through online bids.

NOTICE INVITING TENDER (NIT)

On behalf of Registrar, BPSMV Khanpur Kalan, Items wise rate Tender through E-tendering for below mentioned work are hereby invited from eligible contractors enlisted under appropriate class/ category. The tender form "along with conditions of contract" to be fulfilled, can be obtained from the website: <https://etenders.hry.nic.in>

Sr. No.	Name of Work	Estimated cost (Rs in. lacs.)	Bid Security (Rs. In Thousand)	Tender Document fee + E-Service fee	Time Limit for completion of work	Start Date & Time of Bid Preparation & Submission	Expiry Date & Time of Bid Preparation & Submission	Date & time for opening of Tender
1.	Preparation of documentary film of BPSMV	8.00 lacs	Rs.16000/-	Rs. 500/- +1180/-	?????	____.2023 at 17:00 Hrs.	____.2023 up to 17:00 Hrs.	____.2023 at 11:00 Hrs.

1. Date of release of Invitation for Bids _____ through :<http://etenders.hry.nic.in>
2. Cost of Bid Form: Rs. 500/- (*non-refundable*) (to be submitted online).
3. Availability of Bid document and mode of submission:

The tender shall be submitted online by the tenderer compression of following:

1. Earnest Money/Bid Security - Online
Tender document fee - Online
2. N.I.T./Technical Bid - Online
3. Tender in Form – A (Price Bid) - Online

Note: *Bidding shall be online only and shall not be accepted in any physical form*

In the first instance, the bid security shall be opened online. If the Bid Security / Earnest Money and tender document fee are found proper, Technical Bid shall be opened (Online) in the presence of such contractors who choose to be present. The Financial offer shall be opened (Online) only if the tenderers meet the qualification criteria as per the bid document. The date of opening of Financial Bid shall be fixed at the time of opening of Technical Bid.



Exemption of tender document fees of the Contractors / Agencies:

"Single tender shall normally not be considered unless there are special circumstances to do so. In such eventuality, decision to accept the single tender shall be as prescribed in the rules. If special circumstances are not present, tenders shall be re-called. If re-tendering again results in a single tender, its acceptance may be considered with proper justification and reasons"

Those bidders shall not be required to pay tender document fees, who choose to submit bids again on tender being re-called on account of single tender / bid being received on first call.

4. Submission of Original Documents:

Willing Contractors shall have to pay the Service Fees of Rs.1180/-in favor of Society for IT initiative fund for e – Governance through Debit Cards & Internet Banking Accounts are required to be paid online directly through Internet Banking Accounts.

5. Last Date/ Time for receipt of bids through e-tendering: __.__.2023 (dd/mm/yyyy) up-to 17:00 Hrs. (time)

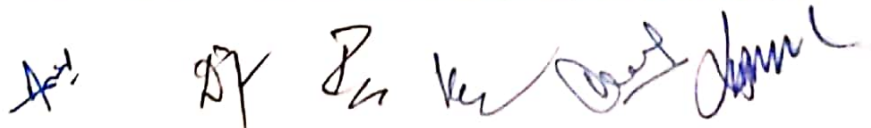
6. The site for the work is available BPSMV/Mahra/Bhainswal Kalan/Kharal/Krishna Nagar.

7. Only online submission of bids is permitted, therefore; bids must be submitted online on website <http://etenders.hry.nic.in>. The technical qualification part of the bids will be opened online at BPSMV, Khanpur Kalan on __.__.2023 at 11:00 hrs. by the authorized officers. If the office happens to be closed on the date of opening of the bids as specified, the bids will be opened online on the next working day at the same time.

8. The bid for the work shall remain open for acceptance during the bid validity period to be reckoned from the last date of submission of online Bids. If any bidder/ tenderer withdraws his bid/ tender before the said period or makes any modifications in the terms and conditions of the bid, the earnest money shall stand forfeited. Bids shall be valid for 120 days from the date of bid closing i.e. from last date of submission of online bids. In case the last day to accept the tender happens to be holiday, validity to accept tender will be the next working day.

9. Bidders may bid for any one or more items as mentioned in the table. To qualify for a package of contracts made up of this and other contracts for which bids are invited in the same NIT, the bidder must demonstrate having experience and resources sufficient to meet the aggregate of the qualifying criteria for the individual contracts.

10 (i) Other details can be seen in the bidding documents. The Employer shall not be held liable for any delays due to system failure beyond its control. Even though the system will attempt to notify the bidders of any bid updates, the Employer shall not be liable for any information not received by the bidder. It is the bidders' responsibility to verify the website for the latest information related to the tender.



- ii. DNIT & Prequalification criteria can be seen on any working day during office hours in office of the undersigned.
- iii. Conditional tenders will not be entertained & are liable to be rejected.
- iv. In case the day of opening of tenders happens to be holiday, the tenders will be opened on the next working day. The time and place of receipt of tenders and other conditions will remain unchanged.
- v. The university competent authority reserve the right to reject any tender or all the tenders without assigning any reason.
- vi. The tender without earnest money / bid security / tender document fee will not be opened.
- vii. The jurisdiction of court will be at Gohana. ✓
- viii. The tender of the bidder who does not satisfy the qualification criteria in the bid documents are liable to be rejected summarily without assigning any reason and no claim whatsoever on this account will be considered.
- ix. Performance guarantee of 10% of the total cost will be deposited by the firm.



INSTRUCTION TO TENDERERS

1. a) Tender documents can be downloaded online from the Portal: <https://etenders.hry.nic.in>.
b) As the Bids are to be submitted online and are required to be encrypted and digitally signed, the Bidders are advised to obtain Digital signature Certificate (DSE) at the earliest. For obtaining Digital Certificate, the Bidders should follow Point No. 2 under "instructions to bidder on Electronic Tendering System".
2. Short Term e-tenders are hereby invited in two bid system (Technical & Financial Bid) for the "Preparation of Documentary Film of BPSMV" as shown in the attached ANNEXURE-A. This is two bid (Technical and Financial Bid) tender. The Technical Bids would be opened on _____ at _____ Hrs. and the Financial Bids would be opened on same day at _____ Hrs.

Part- I Technical Bid shall consist of following documents (Qualifying Requirements):-

- (i) The Bidders shall have to pay for the Tender documents, EMD Fees & eService Fee online by using the service of secure electronic payment gateway. The secure electronic payments gateway is an online interface between bidders and online payment authorization networks.
- (ii) For Items only the firm must submit the certificate that they have one sheet fed offset printing machine (two colour) or if they are a distributor/dealership firm they must submit the certificate that they have 3 year experience of supply of diaries. The Simlary Works.
- (iii) The firm must attach the photocopy regarding registration of firm for the items.
- (iv) The firm must attach the photocopy of PAN CARD.
- (v) A certificate regarding paper of which mill will be used must be enclosed.
- (vi) Number of Years of experience of the suppliers should be at least 3 years preceding 2022.
- (vii) Annual Turnover should be above 10 Lac for Items for preceding three years. The firm should attach photocopy regarding turn over duly attested by Chartered Accountant.

NOTE:- SCANNED COPIES OF THE ABOVE DOCUMENTS SHOULD BE ATTACHED WITH THE BID AS PROOF.

Part II Financial Bid will be opened only with the approval of Registrar, Bhagat Phool Singh Mahila Vishwavidyalaya, Khanpur Kalan, Sonapat (Haryana)

The Technical Bid will be opened on _____ at _____ Hrs by the Technical Committee in the presence of tenderer or their authorized representatives who may wish to attend.

Financial Bids of only those bidders/items will be opened who qualify on the basis of their Technical Bids. The Financial Bids would be opened on _____ at _____ Hrs.

The department shall announce/inform the tenderer whose Technical Bids are found valid for opening of the Financial Bid. The tenderers so informed or their authorized representative (s) may attend the meeting.

In case the date of opening of tender is declared holiday by the Government, tenders shall be opened on the next working day following the closed day at the scheduled time.

Scope of work:

Production of Corporate Video in English, in digital format, of 10-15 minutes duration. Resolution of the videos are of the following format:-

i) FHD Format: 1920x1080

Camera requirement - Sony A7S3 or above - mirrorless

The Agencies/ Bidders must quote production charges including all charges for the following:

- a. Pre-production, shooting and editing, post production recording music and professional voiceover.
- b. The Bidder's production team will be totally responsible for required infrastructure to shoot the video besides, processing, hiring of camera & lights, other equipment, studio hiring, make-up, location / site selection and procuring all the necessary permission for shoot, catering, transportation, etc. in case of outdoor shooting. The location details of outdoor shooting will be provided to the contractor by BPSMV well in advance and the indoor shooting will be at University Campus.
- c. Agency/Bidder will be responsible for hiring the crew including Cameraman and other technical & production team - helper, Lighting crew, etc.
- d. Agency/Bidder will be responsible to meet the post-production charges such as: Studio hire for editing charges, graphics charges, Music composition and voiceover charges and any other related charges.
- f. Raw stock of the footage is the property of BPSMV and the same is required to be handed over to BPSMV in the delivery format (.MOV).
- g. Necessary permissions for shooting, wherever required will be provided by BPSMV.
- h. Story Boarding & Script: The contractor shall prepare the corporate video, based on the concept to be discussed with BPSMV such as
 - i). Concept Creation
 - ii). Visual Storyboard & Art work
 - iii). Voiceover
 - iv). Location shoot direction including interviews (if required)
 - v). DOP, Camera Equipment, Lighting
 - vi). Graphics
 - vii). Film editing
 - viii). Buying of Royalty, Free Stock Footage, Images if any.
- i) **Shooting:** The contractor will make all his arrangements for shooting. This includes camera, light, sound, drone camera (if required) and other equipment. The list of shooting locations will be provided by BPSMV in advance for proper scheduling of the shooting by the contractor. The suitable power supply will be provided by BPSMV (inside the campus and its field stations) and suitable arrangement should be arranged by contractor for outdoor locations. Apart from the new shooting of video, BPSMV will provide some archival video and they should also be incorporated suitably. Free of cost editing facility for two years. Two documentary films with and without bites.

Rates:

The rates are to be quoted per No. in Rupees F.O.R. consignee at Khanpur Kalan, Gohana, inclusive of all taxes etc. The breakup of the Rates will be indicated by the tenderer in the following manner:-

Sr. No.	Item	Description	Rs.
1	Preparation of Documentary Film	Basic Rate	
		GST @ _____	
		Any other Taxes/ Duties/Levies/Cess/IIIrd party inspection charges.	

	Net Total (i)+(ii)+(iii)	
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4. Note

- A The Proof of payment of GST will also be submitted by the supplier along with their bill in the form of a certificate from concerned authority that GST @ of ___ % is payable against Registrar, BPSMV, Khanpur Kalan Supply Order No. ___ placed in favour of M/s _____.
- B The tenderer will give the complete postal address of the authority having jurisdiction over their works in respect of GST. The tender submitted without said break-up of rates, and information Indicated above, shall not be considered.
- C The tenderer will give the complete postal address of the authority having jurisdiction over their works in respect of GST. The tender submitted without said break-up of rates, and information indicated above shall not be considered and shall be rejected.

“CERTIFIED THAT I/WE HAVE READ THE CONDITIONS CAREFULLY AND UNDERTAKE TO ABIDE BY THEM FAITHFULLY, FURTHER CERTIFIED THAT I/WE WILL COMPLETE THE WORK TO BE ALLOTTED TO ME/US WITHIN THE STIPULATED PERIOD”.

Signature of authorized
person On behalf of the
tenderer firm.

Abhishek Singh *Ravi Kumar* *Prakash* *Prakash*

**Short Term e-tender/P&S/hr/2023/Documentary Film
Registrar, BPSMV, Khanpur Kalan, Sonipat (Haryana)**

Registrar, BPSMV, Khanpur Kalan, Sonipat (Haryana) invites e-tenders for the Preparation of Documentary Film of BPSMV.

Tenders will be received online and the Technical/Financial bid will be opened in the Office of Registrar, BPSMV, Khanpur Kalan, Sonipat (Haryana). EMD is required as per schedule given below:-

ANNEXURE-A

S. No.	Item Description	Earnest Money (in Rs.)
1	Preparation of Documentary film	16000/- (Rs. Sixteen Thousands only)

Amir *ST* *R. K. Dutt* *Amir*