



SILVASSA SMART CITY LIMITED

(CIN No.: U93090DN2018PLC005538)

1st Floor, Silvassa Municipal Council Building
66 KVA Road, Amlı
UT of Dadra & Nagar Haveli and Daman & Diu
Silvassa - 396230

Email: ssclsilvassa@gmail.com

F.No.SSCL/Silvassa/Social Media/2020/62

Date: 04/02/2021

e-Tender Notice

2nd Call

The Chief Executive Officer, Silvassa Smart City Limited invites e-Tender through <https://dnhtenders.gov.in> from the interested **short film Production Company /Agency** for producing Short film/Walk through/ Animation 3D documentary films etc. to highlight the developmental project works of Silvassa Smart City.

In order to highlight the developmental project works of Silvassa Smart City through the electronic and other media it is proposed to prepare a 01- 05 minutes film. The **film Production Company /Agency** may submit bids as per the guidelines and Terms & Conditions.

Sr. No.	Particulars	Duration required	Approx. Cost	EMD	Tender Fee
1	Hiring agency for Producing Short film/Walk through/ Animation 3D documentary films etc. for one year as per T&C of the tender Annexure-I.	01- 05 Minutes	₹8,00,000/-	₹40,000/-	₹1,000/-

Tender Publish date	05/02/2021
Document download start date	05/02/2021 11:00 AM
Bid submission start date	05/02/2021 11:00 AM
Bid submission end date	22/02/2021 15:00 PM
Technical Bid opening date	22/02/2021 17:00 PM

The tender inviting authority reserves the right to accept or reject any or all the tenders. In case bidder needs any clarification on the process of bidding for participating in online tender for further details correspondence can be made on Email: ssclsilvassa@gmail.com

Sd/-
(DR. APURVA SHARMA)
Chief Executive Officer
Silvassa Smart City Limited
Silvassa

Copy to:-

1. The Director (IT), DNH, Silvassa with a request to display the tender notice on official website of Dadra & Nagar Haveli.
2. CPO, Dadra & Nagar Haveli, Silvassa for publicity in Newspaper as per publicity policy.

TERMS & CONDITIONS FOR PRODUCTION OF SHORT FILM - SSCL**Eligibility Criteria (Mandatory Documents)**

- a) The non-refundable tender fees of **₹1,000 (Rupees one Thousand only) in form of Demand Draft** and **₹40,000/- (Rupees forty Thousand only)** towards EMD in form of FDR in favour of "Silvassa Smart City Limited" payable at Silvassa may be placed in an envelope and scanned copy to be uploaded online compulsorily.
- b) The Company should have been in existence for a minimum of Three years. Proof of the same to be submitted along with the technical bid.
- c) The Company should have experience of making at least three short films/ DVD of either State or National or International. Copies of the DVD and the work order to be submitted along with Technical bid.
- d) The Company should have a well-trained in-house production team. Proof of the same to be submitted along with the technical bid.
- e) The company should have turnover of **₹10.00 Lakh.** for each of the last two financial years (2017-18, 2018-19). A certificate from the Chartered Accountant clearly specifying the turnover for each year must be submitted in this regard.
- f) Copies of Articles of Association (in case of registered firm)/Bye laws and certificate of registration (in case of registered cooperative societies)/Partnership deed (in case of partnership firm) should be submitted along with the technical bid.
- g) The bidder must submit a self-certificate that it has not been blacklisted by any Govt. agency since its inception.

The bidder must ensure that the documentary proofs to substantiate clauses (a) to (g) above are uploaded online in their technical bid otherwise the bid shall not be considered for evaluation.

(A) Scope of Work

- a) The duration of film is to be of 01 -05 minutes.
- b) Rate should be quoted for 'per minute'.
- c) Master production of HD format short film with duration of 01-05 minutes.
- d) The film shall contain all development aspects of Silvassa Smart City.
- e) It should be a good concept around which the entire film would be based.
- f) The voice over shall be in Hindi/Gujarati/English as required.
- g) **Shooting must be by high end HD camera.**
- h) The project must be completed within 4-5 days from the date of instruction given.

(B) The work/ cost include:

- a.) Concept, script, background music.
- b.) Hiring of all necessary equipment for shooting of this short film.
- c.) Hiring of Narrator / Anchor.
- d.) Will be responsible for post-production:-
 - i). Studio hire for editing charges
 - ii). Animation charges.
 - iii). Music compositions and voice over charges.
 - iv). Any other charges.
- e.) Travel, boarding and lodging for the entire crew.
- f.) Any charges for Arial shooting
- g.) Delivery in the format: HD with 05 Pen Drives.

(C) Submission of Tender Fee and EMD.

- a- The non-refundable tender fees of ₹1,000 (*Rupees one Thousand only*) in form of *Demand Draft* and ₹40,000/- (*Rupees forty Thousand only*) towards EMD, must be submitted in the form of FDR drawn on a scheduled commercial bank in favour of "Silvassa Smart City Limited" payable at Silvassa may be placed in an envelope. The envelope should be sealed and superscripted "*Tender fee and EMD for production of Short Film for SSCL*". The envelope should be addressed to the Chief Executive Officer, Silvassa Smart City Limited and submitted at *Silvassa Smart City Limited's* office on before the due date and time specified in the tender.
- b- EMD of bidders not satisfying the eligibility criteria or not selected will be returned back after tender finalization. The successful bidder will have to submit a performance security (PS) in the form of *FDR* pledged to 'Silvassa Smart City Limited' for an amount equal to 5% of the total cost of the project. PS should be valid for a period of 60 days beyond the date of completion of the project.

(D) Guidelines for Submission of Bids:

Interested agencies with requisite experience, may submit required documents in two packets (Technical and Financial packets) as per given details below:

Technical Bid

The agency has to upload all required documents for the above assignments along with the technical expertise, experience, proof for similar assignment handled in the past and other relevant details as a part of Technical bid along with the scanned copy of Tender fee and EMD.

Financial Bid

The agency has to submit the financial bid in electronic format only. Rate should be quoted as 'per minute' and it should be valid for one year from the date of work order.

(E)- Bid Validity

The bid must be valid for the **period of 120 days** from the date of tender opening for placing in the work order.

(F)- Procedure for opening the bids.

- a- SSCL shall open the technical bid on date and time as mentioned in the tender, the technical bids of only those bidders whose tender fee and EMD drafts are found to be in order will be technically evaluated. Bidder's representative can remain present during the bids opening process.
- b- Financial Bids of only technically qualified bidders will be opened on a date and time duly notified to them. One of their representatives can remain during the financial bid opening session.

(G)- Technical Bid evaluation

- a- The opened technical bids shall be evaluated by a Technical Evaluation Committee (TEC).
- b- To ensure bidders eligibility and technical capabilities as per the tender terms and condition, the TEC may call for additional information from the bidders and/or visit the bidder's premises. In such a case the concerned bidder has to supply the information within the time given by the TEC failing which the bid can be rejected.
- c- The bidder may be asked to design and develop a prototype of short film to establish their capability to the Technical Evaluation committee.

(H)- Selected bidder with SSCL

The selected bidder shall perform the assignments and carry out their obligation with due diligence and efficiency, in accordance with generally accepted techniques and practice used in the industry. It shall employ appropriate advanced technology and safe and effective equipment, machineries, materials and methods. SSCL reserves the right to inspect the performance of the bidder prior to commencement or in between the work progress. The inspection may cover all areas related to the assigned work order, especially methodology, manpower, infrastructure etc. SSCL reserves the right to cancel the work order issued to the bidder at any time including the time after the completion of the assigned work without assigning any reason. In case the work order is cancelled then the cost incurred will be borne by the bidder and under no circumstances the bidder shall be eligible for any payment or damages from SSCL.

(I) - Payment Term

- a- Payment will be made only after satisfactory completion of work as determined by SSCL on the *pro rata* basis.
- b- Payment shall be subject to deduction of any amount for which the bidder is liable as per the penalty clause of this tender document, further all payments shall be made subject to deduction of the TDS (Tax deduction at Source) as per the Income Tax Act, 1961 and any other law of taxes and/or, for the time being in force.

(J) - Penalty Clause

- a- The successful bidder shall not refuse to accept SSCL work order under any pretext. The work order can be collected from SSCL office or if convenient to the bidder, it can be mailed to them.
- b- For three recurrence of default in the discharge of service obligation, SSCL would be free to forfeit the defaulting bidder's security deposit, revocation of bank guarantees and/or termination of the contract for default.
- c- If at any time during performance of the work order, the bidders encounter condition impeding timely performance of the ordered service, the bidder shall promptly notify SSCL in writing of the fact of the delay, its likely duration and its cause (s).

Special Clause:

The master copies of the film and the edited short film will be the sole property of SSCL which would not be used by the bidder in any form without permission from **Chief Executive Officer, Silvassa Smart City Limited**. **The agency will be hired for a period of one year in a stretch and it may be extended for and upto three years, if required, on an increase in cost @10% per year.**

(K)- Arbitration

SSCL and bidder will make every effort to resolve amicably, by direct negotiation, if any disagreement or dispute arises between them under or in connection with the work order. If any dispute will arise between parties on aspects not covered by this agreement, or the construction or operation thereof, or the rights, duties or liabilities under these expect as to any matter the decision of which is specially provided for by the general or the special conditions, such dispute will be referred to two arbitrators, one appointed by each party and the third to be appointed by the CEO, SSCL and the awards of the arbitration, as the case may be, will be final and binding on both the parties. The arbitrators or the empire as the case may be, with the consent of parties may modify the time frame for making and publishing the award. Such arbitration will be governed in all respect by the provision of Arbitration and Conciliation Act, 1996 and rules there under and any statutory modification or re-enactment or amendments, thereof. The arbitration proceeding will be held in the UT of Dadra & Nagar Haveli and Daman & Diu jurisdiction only.

(L)- Applicable Law

The bidders shall be governed by the law and procedures established by Govt. of India within the framework of applicable legislation and enactment made from time to time concerning such financial dealings/processing.

(M)- Chief Executive Officer reserves full right and authority to modify/include/exclude the conditions as deemed fit in the interest of Silvassa Smart City Limited.

(N)- Tender Document

The Tender Document can be downloaded from <https://ddd.gov.in>, website and <https://dnhtenders.gov.in>.

Tender Inviting Authority

The above terms and conditions
are accepted and are binding to me/us.

Signature of Bidder
With rubber stamp of the firm

Sd/-
(Dr. Apurva Sharma)
Chief Executive Officer
Silvassa Smart City Limited
Silvassa