

HIGH COURT, CALCUTTA
MEDIATION CENTRE
5, Council House Street, Ground floor,
Kolkata-700001

Tender Notice No. MED/MS/1(tender)/2020 Dated 02/01/2020

NOTICE INVITING QUOTATION

Sealed quotations are hereby invited from the reputed film makers, documentary makers for making 3(three) documentary/feature/animation short video films of about 10 mins duration each comprising of information about Mediation process in West Bengal and information about different Mediation/ADR Centres of West Bengal and Andaman and Nicobar Islands.

Sealed quotations are to be submitted at the Office of the undersigned on or before **05:00p.m. of the 10th day of January,2020.**

Bids received after the due date and time will be summarily rejected.

The Mediation and Conciliation Committee, High Court, Calcutta, will not be responsible for any postal delay. Bids will be opened on January 11, 2020 at 05.00 pm in the presence of those tenderer(s) or authorized representative who wish to be present. For any query related to submission of proposal, applicant may contact to the undersigned at calhc.ms.mcc@gmail.com.

The detailed terms and conditions are given hereinbelow.

Date 02/01/2020

Sd/-
Member Secretary
Mediation and Conciliation Committee
High Court, Calcutta

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Terms & Conditions

Scope of Work

I. Total number of master films : 3 (three)

II. Duration of Each film : 10 minutes

III. Shoot format: Shooting in HD and mastering in various formats as specified in deliverables under section 3.

IV. Language: Master Production in English.

V. Sub-title Language : 3 (Bengali/Hindi/Alchiki)

VI. Total Number of Dubbing films : 9(Nine)

VII. Production of the films complete in all respects for telecast through means like television channel and youtube channel. All necessary arrangements to have discussions with Experts to facilitate/support a full-fledged script writing to the participating firms to be organised by the successful bidder itself.

- 1. Deliverables :-**
- (i) Master copy of each film including dubbed versions in full resolution HD format (.MOV file) in a professional Hard Disk.**
 - (ii) Master copy of each film including the dubbed versions in MPEG 4 format or its advanced in a professional hard disk.**
 - (iii) Un-mix masters of each film including the dubbed masters in HD format (.MOV file) in professional Hard Disk.**
 - (iv) DVD copies of each film including the dubbed versions.**
 - (v) Inlay card for the DVD (in .psd format).**
 - (vi) Copies of the final scripts in print form (both English and Hindi languages).**
 - (vii) Synopsis of each film (Word doc or rtf format as well as hard copy).**
 - (viii) Compressed file (means, low-quality, small sized files) of each film including the dubbed versions to suit for web site / mobile phone/social media upload.**

2. Eligibility :- Agencies / film making companies / production houses who are fulfilling the following conditions will be eligible for submission of EOI:- a) The firms should have an approved Empanelment with Directorate of Advertising and Visual Publicity (DAVP) / National Film Development Corporation of India (NFDC), Government of India. b) The registered company/firm should have minimum 05 years experience preceding the proposal due date, in the production of Science & Technology programs / series and documentary film / series production for National & International Broadcasters. c) The registered company/firm should have well trained production team. d) Firms / Companies should have a respectable annual financial turnover during the last 3 years.

3. Bidding Process :- Bidding process will consist of two separate biddings viz. technical bidding and financial bidding through a two cover system. Two separate covers containing technical and financial bids need to be placed in a single large envelope.

4. How to Apply (i) The bidder must submit its Technical Bid and Financial Bid in two separate 'sealed envelopes' (duly super-scribed "Technical Bid" and "Financial Bid" on the each envelope). Both these sealed covers should be enclosed in an outer cover and submitted to the Member Secretary, Mediation and Conciliation Committee, High Court, Calcutta, 5, Council House Street, Ground Floor, Kolkata-700001.

Formats of Part-1 to Part-6 are being given along with the application form. All covers must have the full address of the applicant. Two separate covers containing technical and financial bids need to be placed in a single large envelope. Envelopes to be marked at the top in bold letters: "Tender for Production of Short Films on Mediation". (ii) The bids should be submitted in the prescribed format. Bids not in the format will be rejected. (iii) The technical bids must be accompanied with:- • Empanelment letter from Directorate of Advertising and Visual Publicity (DAVP) / National Film Development Corporation of India (NFDC). • Registered company/Production houses should have working experience in the field of production of science and technology. Documentary proof in support of business done in the field of film/audiovisual production related to science and technology communication and/or promotional programmes done in the past/being done with departments of the central/state Government, PSU and others. Enclose copy of the work orders for last three years. (DO NOT enclose the originals). • Enclose company registration certificate, memorandum & articles of association and work orders as evidence. • Attach copy of audited annual accounts for last 3 years, showing total turnover of the company/firm. 4 • Registered company/production houses should have service tax, Pan Number etc. Enclose certificates and copy of last three years Income Tax returns, PAN and Service Tax numbers. (iv) The bidder will not vary/modify any aspect of the proposal/budget etc. during the validity period or any extension thereof.

5. Evaluation Process: All the received proposals will be seen by the committee for opening the tender. The committee may check all the documents (Application in format/Firm Registration Certificates/experience/earlier work orders/last three years IT return/Key personnel profile/EMD/PAN number/sample CD/scripts/Financial bids etc.) submitted by the proposer. The committee will prepare a list of all eligible companies/firms and will recommend their name for technical evaluation. The Hon'ble Committee has adopted a two bid selection process in evaluating the proposals. Firstly technical evaluation will be carried out as specified in evaluation procedure by committee. Based on this technical evaluation, a list of shortlisted applicants will be prepared and subsequently the financial evaluation will be carried out. The technical proposals would be evaluated in two stages. In the first stage the written technical proposal would be evaluated. Technical Proposals will be evaluated on the basis of bidder's experience in production of films and development video series, experience of key persons, proposed methodology and proposed treatment/script. If the number of the proposals short listed for evaluation under stage-I are less than three, then the proposal that have received top ranks, would be considered for the presentation. No TA/DA will be admissible to the proposers/applicants. Proposer or authorized representative will attend the presentation at their own cost. Technical Stage-II- In the

second stage, all eligible firms/companies Financial Proposals will be evaluated. Financial Evaluation on the basis of the above two evaluating methods. The Hon'ble Committee will not entertain any query or clarification from applicants who fail to qualify at any stage of selection process. The financial proposals of all the technically qualified applicants will be opened and the work will be awarded to the applicant quoting the Least Cost after being qualified in technical assessment. If the number of the proposals qualified are less than three, then the proposal that have received top ranks, would be considered for opening the financial bids.

6. Copyright :- The Hon'ble Committee shall hold proprietary rights on the use, marketing contents, and intellectual etc. of the final edited film and all shooting material.

7. Payment :- Payment will be made in following stages. • 25% of the contract value (plus taxes thereof, less deductions if any) would be released on initiation (that is submission of Security Deposit and the letter accepting the terms and conditions AND submission and acceptance of work order for production of film) • 25% of the contract value (plus taxes thereof, less deduction if any) would be released on submission of the scripts, duly accepted by The Hon'ble Committee. • 30% on submission of the rough cuts for preview (plus taxes thereof, less deduction if any). • 20% of the contract value (plus taxes thereof, less deductions if any) along with the Security Deposit would be released on submission of the final deliverables of the documentary. At all the stages the statutory taxes, levies and government deductions will be made as per the rules. Release of these amounts in stages will be subject to submission of BG as specified.

8. Security Deposit:- The proposer whose proposal is accepted by The Hon'ble Committee shall be required to give a security deposit for satisfactory execution of the Work Order. The total amount of security deposit shall be 5% of the total Cost and shall be provided by the tenderer through an irrevocable Bank Guarantee from any Nationalized Bank in favour of the State Legal Services Authority, West Bengal. The Bank Guarantee shall be valid for a period of six months and shall be submitted within 15 (fifteen) days of the award of work. In case the proposer fails to execute the work as per the RFP/Work Order, the The Hon'ble Committee shall have the right to wrest the 7 said Bank Guarantee/ and to forfeit the security deposit / earnest money deposit. No interest shall be payable by The Hon'ble Committee on the Bank Guarantee / security deposit/ earnest money deposit, so held.

9. Pre Bid Meeting :- Pre bid meeting will be held for clarifying issues or clearing doubts if any on 23rd December,2019 at the Mediation Centre, High Court, Calcutta, 5, Council House Street, Greound Floor, Kolkata-700001 at 3.00 p.m.

10. Arbitration :- If any dispute, difference, question or dis-agreement shall at any time, hereafter arise, between the parties hereto or the respective representatives or assigns in connection with or arising out of the contract or duties of the said parties hereunder or any matter whatsoever incidental to his contract or otherwise concerning the works of execution or failure to execute the same whether during the progress of work or stipulated/extended periods or before or after the compilation or abandonment thereof, it shall be referred to the sole arbitrator appointed by the Member Secretary of The Hon'ble Committee. It will be no objection to any, such appointment that the arbitrator so appointed is an employee of this organization or that he had to deal with the matters to which contract relates and that in the course of his duties as this Organization employees he had expressed views on all or any of the matters in dispute of difference.

11. Other Terms and Conditions :-

- The production should be of high quality meeting the industry standards. Competent and approved talent/voices should be used.
- Appropriate use of modern editing techniques including rendering of text/visuals, multilayering, composting, chromo key, special effects etc. should be made to make the film visually very rich.

- **The Proposal shall be valid for a period of not less than 180 days from the Proposal Due Date (the “PDD”).**
- **the Member Secretary of The Hon’ble Committee reserves the right to accept or reject any or all tender(s) without assigning any reason thereof.**
- **All the successful proposal will have to submit final deliverables as per the work schedule issuing date of work order. Script: 7 days from the date of issue of work order Rough cut: 30 days from the approval of the script Final Product: 45 days from the approval of the rough cut**
- **the Member Secretary of The Hon’ble Committee has right to extend the period of job based on genuine reasons if necessary.**

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