

**GOVERNMENT OF BIHAR**  
**PUBLIC HEALTH ENGINEERING DEPARTMENT**  
**BIHAR STATE WATER AND SANITATION MISSION**  
**(Training cum Research Center PRANJAL)**  
**Plot No. 17, Patliputra Industrial Area, Patliputra Colony, Patna 800 013**  
**Phone: 0612-227 3177 email: phed.pranjal@gamil.com**

No. Pra./Prashi/Kaushal Vikas-118/20- 16

Dated Patna, .....25..... January, 2022

**LIMITED TENDER NOTICE FOR PRODUCTION OF TUTORIAL VIDEOS**


Training cum Research Center is interested to produce tutorial videos related to rural piped water supply schemes and traditional water supply system of 15-30 minute duration in order to knowledge building of field functionaries and general masses.

Empanelled Agencies under 'A' category of Information and Public Relation Department (IPRD), Government of Bihar and have worked in production of video films related to water supply sector may submit applications on prescribed bid document on or before 17<sup>th</sup> February, 2022 (up to 1500 hrs.) in sealed envelope to Director, Training cum Research Center PRANJAL, Patliputra Colony, Patna - 13.

The bid documents can be collected from the PRANJAL office on or before 17<sup>th</sup> February, 2022 on payment of Rs. 1000.00 (Rs. One Thousand Only) by DD in favour of "Training cum Research Center PRANJAL" payable at Patna. The bid document can also be downloaded from <https://state.bihar.gov.in/phed/CitizenHome.html>, in which case the document fee in form of Demand draft as above is to be enclosed with the bid.

Selection of the agency would be made on the lowest rate quoted for production of tutorials videos (which will be at par of DAVP rate of film production; which is available at [http://www.davp.nic.in/writereaddata/announce/rate\\_rev\\_new.pdf](http://www.davp.nic.in/writereaddata/announce/rate_rev_new.pdf)).

PRANJAL reserves the right to annul the process or reject any or all bids at any time.

  
Director, 25/1/2022


Training cum Research Center 'PRANJAL'



Memo-No-Pra/prashi/kaushal Vikas-118/20- 16

Date- 25/01/2022

Copy to :-IT Manager, PHED for posting at website of PHED.

  
Director, 25/1/2022

Training cum Research Center 'PRANJAL'

## **LIMITED TENDER DOCUMENT FOR PRODUCTION OF TUTORIAL VIDEO**

Training cum Research Center is interested to produce tutorial videos related to rural piped water supply schemes and traditional water supply system of 15-30 minute duration in order to knowledge building of field functionaries and general masses.

In order to promote PRANJAL through the electronic and other media it is proposed to prepare 15-30 minutes tutorial videos. The **film Production Company /Agency** may submit bids as per following guidelines:

### **Eligibility Criteria**

- a) Agency must be empanelled under 'A' category of Information and Public Relation Department (IPRD), Government of Bihar and
- b) Agency must have worked in production of video films related to water supply sector

**The bidder must ensure that the documentary proofs to substantiate clauses (a) and (b) above are given in bid otherwise the bid shall not be considered for evaluation.**

### **(A) Scope of Work**

- a) The duration of film / DVD is to be of 15 - 30 minutes
- b) Master production of HD format short film with duration of 15-30 minutes.
- c) The film/DVD shall contain following water supply sector i.e.
  - 1. Repairing and Maintenance of India Mark II/III Handpumps;
  - 2. Installation of High Yield Tubewells (including Boring, Lowering, Tubewell assembling, Installation of Submersible Pump, etc.);
  - 3. Quality Monitoring of Motor Pump, CI/GI/PVC/DDPE/MDPE/CPVC Pipes, Valves and other materials of piped water supply schemes;
  - 4. Designing, planning, construction of distribution network of a piped water supply scheme and its preventing maintenance and repairing & corrective maintenance;
  - 5. Quality Control and quality assurance of construction of a piped water supply schemes;
  - 6. Routine and Preventive Maintenance of a piped water supply schemes.
- d) It should be a good concept around which the entire film would be based;
- e) The voice should be in Hindi language and judicious (must be in common using language);
- f) It should be a situation mix of real event shoot, walkthrough, animation and pictorial depiction of process flow;





- g) Shooting must be by high end HD camera;
- h) The project must be completed within 60 days from the release of work order.
- (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, Professional to provide technical guidance of production;
  - d.) Creation of natural/actual event of action;
  - e.) Will be responsible for post production
    - i. Walkthrough, animation and flow-diagrammatic works
    - ii. Studio hire for editing charges
    - iii. Animation charges
    - iv. Music compositions and voice over charges
    - v. Any other charges.
  - f.) Travel, boarding and lodging for the entire crew;
  - g.) Any charges for Arial shooting
  - h.) Delivery in the format: 2 Digi Beta (PAL), 2 Digi Beta (NTSC) & 10 DVD of each productions

**(C) Submission of Tender Fee and Performance Security.**

- a. The non refundable tender fees of Rs.1000 (Rupees one Thousand only) must be submitted in the form of Demand Draft drawn on a scheduled commercial bank in favour of "Training cum Research Center PRANJAL" payable at Patna may be placed in an envelope. The envelope should be sealed and superscripted "Tender fee and EMD for production of Short Film for PRANJAL. The envelope should be addressed to the Director, Training cum Research Center PRANJAL and submitted at PRANJAL office before the due date and time specified in this document.
- b. The successful bidder will have to submit a performance security (PS) in the form of DD/Bank Guarantee/FDR pledged to Training cum Research Center PRANJAL for an amount equivalent 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 eligibility, may submit required documents in one packet (open technical detailed and sealed Financial packets) as per given details below:

**Packet-1 (Eligibility Details)**

The agency has to submit 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 eligibility details along with the format- **Annexure A and B**. The envelope of Tender fee and EMD must be submitted in this packet.



**Packet-2 (Sealed Financial Bid)**

The agency has to submit the financial bid for implementing the assignment as per the format enclosed as Annexure B.

Both the packets should be put in an envelope sealed and super scripted as "Proposal for Production of Tutorial Videos" and the envelope should carry the tender reference number, due date for submission along with the name, address, telephone no. e-mail address of the Agency. The envelope should be submitted to the Director, Training cum Research Center PRANJAL, Plot No. 17, Patliputra Industrial Area, Patliputra Colony, Patna 800 013.


**(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. PRANJAL shall open the eligibility document packets on date and time as mentioned in this document. Bidder's representative can remain present during the bids opening process.
- b. Financial Bids of only eligible 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 submitted documents shall be evaluated by a Committee of Bihar State Water and Sanitation Mission (BSWSM).
  - b- To ensure bidders eligibility and technical capabilities as per the tender terms and condition, the Committee 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 Committee failing which the bid can be rejected.
  - c- No representation of any kind would be entertained from the bidder.
  - d- The bidders whose tender fee is in order and fulfil the Eligibility Criteria may call to give a technical presentation of the production of film (if required; not mandatory). All expenses for this purpose, and also for the preparation of documents and prototype short film will be borne by the bidders.
  - e- The bidder may be asked to design and develop a prototype of short film to establish their capability to the Committee.
  - f- On the basis of meeting eligibility criteria, the agencies be considered as technically qualified and the financial packets of only these agencies will be opened.
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- g- Financial Evaluation will be the basis of final selection. If agency has quoted lesser rate of approved DAVP rate will determine the outcome of the job; which is available at [http://www.davp.nic.in/writereaddata/announce/rate\\_rev\\_new.pdf](http://www.davp.nic.in/writereaddata/announce/rate_rev_new.pdf).

**(H) Selected bidder with Training cum Research Center PRANJAL**

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 equipments, machineries, materials and methods.

Training cum Research Center PRANJAL 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. PRANJAL 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 than the cost incurred will be borne by the bidder and under no circumstances the bidder shall be eligible for any payment or damages from PRANJAL.

**(I) Payment Term**

- a- Payment will be made only after satisfactory completion of work as determined by PRANJAL.
- 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 PRANJAL work order under any pretext. The work order can be collected from PRANJAL office or if convenient to the bidder, it can be mailed to them. The bidder shall start the work within 7 days of the date of the work order.
- b- For three recurrence of default in the discharge of service obligation, PRANJAL 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 PRANJAL in writing of the fact of the delay, its likely duration and its cause (s).



**(K) Special Clause:**

The master copies of the film and the edited short film will be the sole property of PRANJAL which would not be used by the bidder in any form without permission from Director, PRANJAL.

**(L) Arbitration**

PRANJAL 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 Director, PRANJAL 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 Patna.

**(M) Applicable Law**

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

**(N) Tender Document**

The Tender Document can be collected from the PRANJAL Office on or before -----17----- February, 2022 on payment of Rs. 1000/- in DD drawn in favour of Training cum Research Center PRANJAL. <https://state.bihar.gov.in/phed/CitizenHome.html>, in which case the document fee in form of Demand draft as above is to be enclosed with the bid.

**(O) Last date of submission**

.....17..... February, 2022 by 3.00 Pm. Tender will be opened at 4.00 Pm on the same day. Director, Training cum Research Center is authorized to reject any or all offer without assigning any reason thereof.

**(P) Rejection of Tender**

Tender will be automatically stood cancelled if any undue influence or canvassing for selection is made by the bidder.

  
Director, Training cum Research Center PRANJAL



## TENDER NOTICE FOR PRODUCTION OF TUTORIAL VIDES

## Eligibility Details

S#	Particular	Information
1	Name of the Production company	
2	Details about office of the agency Address Phone no.: E-mail ID: Website: Contact Person: Mobile no. and contact person:	
3	Empanelment detail of IPRD, GoB (Supporting to be attached)	
4	PAN no. (copy to be attached)	
5	GST Registration (copy to be attached)	
6	Experience in working water supply sector (work done evidences to be attached)	

Signature &amp; Seal of the Bidder

Date:



## TENDER NOTICE FOR PRODUCTION OF TUTORIAL VIDES

## Financial Bid

S#	Particular	Amount in Rs.
1	Production of ready to use tutorial vides including all activities and from concept development to final production on provided theme (cost must be at par of DAVP Rate for production of 15-30 minutes film in HD Format; which is available at <a href="http://www.davp.nic.in/writereaddata/announce/rate_rev_new.pdf">http://www.davp.nic.in/writereaddata/announce/rate_rev_new.pdf</a> )	
2	All applicable taxes	
3	TOTAL Amount (for a single tutorial video)	

Signature &amp; Seal of the Bidder

Date:

