

## Notice Inviting Quotation (E-Procurement mode)

**INDIAN INSTITUTE OF TECHNOLOGY DELHI  
HAUZ KHAS, NEW DELHI-110016**

**Dated: 02/12/2019**

<b>Open Tender Notice No.: IITD/IRD(SP-2705)/2019</b>
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Indian Institute of Technology Delhi is in the process of selecting a firm for the production of a short video film on select ongoing R&D projects in its labs. The duration of professionally developed video film will be about 5mins (exact duration may vary a little depending upon the requirement of labs). IIT Delhi has 23 Departments/Centres and about 10 labs will be covered in this video. All the labs are located The procurement details are given as under.

<b>Details of the item</b>	Purchasing the services of a firm for production of full HD format 5min video film of sponsored R&D projects of Indian Institute of Technology Delhi.
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Tender Documents may be downloaded from Central Public Procurement Portal <http://eprocure.gov.in/eprocure/app> . Aspiring Bidders who have not enrolled / registered in e-procurement should enroll / register before participating through the website <http://eprocure.gov.in/eprocure/app> . The portal enrolment is free of cost. Bidders are advised to go through instructions provided at 'Instructions for online Bid Submission'.

Tenderers can access tender documents on the website (For searching in the NIC site, kindly go to Tender Search option and type 'IIT'. Thereafter, Click on "GO" button to view all IIT Delhi tenders). Select the appropriate tender and fill them with all relevant information and submit the completed tender document online on the website <http://eprocure.gov.in/eprocure/app> as per the schedule given in the next page.

No manual bids will be accepted. All quotation (both Technical and Financial) should be submitted in the E-procurement portal.

## ABSTRACT OF SIMILAR ASSIGNMENTS OF KEY PERSONNEL/Applicant

Total Lump Sum Cost

Financial Capacity: The Consultant should have a minimum financial turnover of Rs.10 crore (Ten crore) as an average of last three years preceding 31st March, 2016.

### SCHEDULE

Name of Organization	Indian Institute of Technology Delhi
Tender Type (Open/Limited/EOI/Auction/Single/Global)	Open
Tender Category (Services/Goods/works)	Services
Type/Form of Contract (Work/Supply/ Auction/ Service/ Buy/ Empanelment/ Sell)	Service
Product Category (Civil Works/Electrical Works/Fleet Management/ Computer Systems)	Others
Source of Fund (Institute/Project)	Project
Is Multi Currency Allowed	(INR only)
Date of Issue/Publishing	02/12/2019 (12:00 Hrs)
Document Download Date	02/12/2019 (12:00 Hrs)
Document Download End Date	23/12/2019 (15:00 Hrs)
Last Date and Time for Uploading of Bids	23/12/2019 (15:00 Hrs)
Date and Time of Opening of Technical Bids	24/12/2019 (15:00 Hrs)
Date and Time of Face-to-Face Presentation	<b>2nd Jan 2020, Thursday at 3:00PM</b>
Venue of Face-to-Face Presentation	<b>IRD Conference Room, 8<sup>th</sup> Floor, Main Building, IIT Delhi, Hauz Khas, New Delhi-110016</b>
Tender Fee	Rs. NIL/- (For Tender Fee)
EMD	Rs. NIL/- (For EMD)
No. of Covers (1/2/3/4)	02
Bid Validity days (180/120/90/60/30)	120 days (From last date of opening of tender)
Address for Communication	Assistant Registrar (IRD Admin), Mezzanine Floor, IRD Unit, Main Building, Indian Institute of Technology Delhi, New Delhi, Hauz Khas, New Delhi-110016
Contact No.	011-2659-1787
Fax No.	011-2685-4715
Email Address	arird@admin.iitd.ac.in

**Chairman Purchase Committee  
(Buyer Member)**

## **INSTRUCTIONS FOR ONLINE BID SUBMISSION:**

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal ([URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at:

<http://eprocure.gov.in/eprocure/app>

## **REGISTRATION**

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal ([URL:http://eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app)) by clicking on the link “Click here to Enroll”. Enrolment on the CPP Portal is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSCs to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / eToken.

## **SEARCHING FOR TENDER DOCUMENTS**

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

## **PREPARATION OF BIDS**

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of

each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.

- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF formats. Bid documents may be scanned with 100 dpi with black and white option.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

## **SUBMISSION OF BIDS**

Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.

- 1) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 2) Bidder has to select the payment option as “on-line” to pay the tender fee / EMD as applicable and enter details of the instrument. Whenever, EMD / Tender fees is sought, bidders need to pay the tender fee and EMD separately on-line through RTGS (Refer to Schedule, Page No.2).
- 3) A standard BoQ format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Bidders are required to download the BoQ file, open it and complete the white colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 4) The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 5) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done.
- 6) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 7) Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 8) Kindly add scanned PDF of all relevant documents in a single PDF file of compliance sheet.

## **ASSISTANCE TO BIDDERS**

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 233 7315.

### **General Instructions to the Bidders**

- 1) The tenders will be received online through portal <http://eprocure.gov.in/eprocure/app> . In the Technical Bids, the bidders are required to upload all the documents in .pdf format.
- 2) Possession of a Valid Class II/III Digital Signature Certificate (DSC) in the form of smart card/e-token in the company's name is a prerequisite for registration and participating in the bid submission activities through <https://eprocure.gov.in/eprocure/app>. Digital Signature Certificates can be obtained from the authorized certifying agencies, details of which are available in the web site <https://eprocure.gov.in/eprocure/app> under the link “Information about DSC”.
- 3) Tenderer are advised to follow the instructions provided in the ‘Instructions to the Tenderer for the e-submission of the bids online through the Central Public Procurement Portal for e Procurement at <https://eprocure.gov.in/eprocure/app>.

**NOTICE INVITING QUOTATIONS**

**Subject:** Purchasing the services of a firm for production of full HD format 5min video film of sponsored R&D projects of Indian Institute of Technology Delhi

**Invitation for Tender Offers**

Indian Institute of Technology Delhi invites online Bids (Technical bid and Financial bid) from eligible and experienced firms for production of institutional-cum-research video in English as per terms & conditions specified in the tender document, which is available on CPP Portal <http://eprocure.gov.in/eprocure/app>. This is a one-time job to be executed by the selected bidder.

**Responsibilities of the Selected Firm:**

Sl. No.	Technical Specifications
1.	Pre-production, shooting and editing, post-production with professional voiceover. Final product will be a video of 5 min duration in full HD format.
2	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, 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 at IIT Delhi Campus, New Delhi.
3	Agency/Bidder will be responsible for hiring the crew including Cameraman and other technical & production team - helper, Lighting crew, etc.
4	Agency/Bidder will be responsible to meet the post-production charges such as: Studio hire for editing charges, Motion graphics Animation charges, Music composition and voiceover charges and any other related charges.
5	Responsible for travel, boarding and lodging for the entire production team and technical crew at the location.
6	Necessary permissions for shooting, wherever required will be provided by IIT Delhi.
7	<b>Story Boarding &amp; Script</b> The firm shall submit in writing/PPT format the Concept for Institutional/Research video in the submitted response. If qualified, during technical evaluation stage, firm will present the concept to the IIT Delhi panel in a face-to-face meeting. It should include the following elements: I. Conceptual understanding of Scope of Work(SoW)

	<p>II. Visual Storyboard &amp; Art work  III. Voiceover for English  IV. Location shoot direction including interviews (if required)  V. DOP, Camera Equipment, Lighting  VI. Motion graphics and VFX  VII. Film editing</p> <p>The basic script in English will be prepared in consultation with IIT Delhi within 10 days from the award of contract. If there is any modification required in the script, contractor will modification the script till final acceptance of video film by IIT Delhi.</p>
<b>8</b>	<p><b>Shooting</b></p> <p>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 IIT Delhi in advance for proper scheduling of the shooting by the contractor. The suitable power supply will be provided by IIT Delhi (inside the campus).</p>
<b>9</b>	<p><b>Animation:</b></p> <p>The video film shall include motion graphics and animations with duly approved professional voiceover.</p>
<b>10</b>	<p><b>Editing:</b></p> <p>We will do the editing in digital non-linear set up with graphics and animation workstation in addition to music and narration. Use of special effects shall be done in the video wherever required. Re-editing may be required if the editing made by the contractor is found unsatisfactory to IIT Delhi. Whenever needed, firm will have discussions with IIT Delhi for developing the video.</p>

### Minimum Eligibility Criteria

- I. The firm should be duly registered with Ministry of Corporate Affairs, Govt. of India and must be operating since at least last 5 years. Documentary proof for date of incorporation is to be submitted.
- II. Firm should have a PAN number against their name.
- III. The firm should have an office in Delhi/NCR.
- IV. The Annual Turnover of company should be more than INR 1 Crore during the last three consecutive financial years (2015-2016, 2016-17, 2017-2018). Audited Balance Sheet and P&L statement for the last three years is to be attached.
- V. Bidder must have experience in creating videos for educational/research/government clients. Copy of Supply Order is to be attached as per **Annexure III**.

While submitting the tender, the interested firms shall have to furnish all the proofs/affidavits/undertakings as per requirement.

### Method of Evaluation of Tender

Quality & Cost Based Selection (QCBS) method will be used to select the successful bidder.

## No. of Covers-2

### Cover 1- Technical Bid - 70% weightage

For Technical Bid, all firms meeting the minimum qualifying criteria (I to V) given above in this document will be called for a face-to-face concept presentation of the proposed video shoot. Evaluation of Technical Bid will have weightage for firm's experience and the face-to face presentation of concept. The hard copy of the PPT is to be submitted after the presentation. This weightage will depend upon the bidder's experience and clarity, novelty of the concept presented for the video production as required by the institute.

Date for face to face presentation will be .

### Cover 2 - Financial Bid – 30% weightage

The Financial Bid of only top 5 technically qualified bidders will be opened. Lowest bid will be assigned L1(30Marks) and fifth lowest L5 (10marks). Others will be assigned marks between L1 and L5.

### Calculating the Final Score

Final score out of 100 (for top 5 qualifying firms) will be calculated as explained below:

$$\text{Final Score (out of 100)} = (\text{T Score}) \text{ out of } 70 + (\text{L Score}) \text{ out of } 30$$

### Amendment of Bid Documents

1. At any time, prior to the date of submission of bids, IIT Delhi may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Outsourcing Agent, modify the bid documents by amendments.
2. The amendments shall be notified on the NIC portal at <https://eprocure.gov.in/eprocure/app> and these amendments will be binding on the Outsourcing Agents.
3. In order to allow prospective Outsourcing Agents reasonable time to take the amendments, if any, into account in preparing their bids, IIT Delhi may, at its discretion, extend the deadline for the submission of bids suitably.

### NOTE:

1. The Outsourcing Agent should sign and stamp each page of this tender document as a token of having read and understood the terms and conditions contained herein and submit the same along with the bid (digitally).
2. Annexures will also have to be signed and stamped by the Service provider through its authorized signatory. A complete set of tender documents may be Download by prospective Outsourcing Agent free of cost from the website <http://eprocure.gov.in/eprocure/app>. Outsourcing Agent has to make payment of requisite fees (i.e. Tender fees (if any) and EMD) online through RTGS/NEFT only

Sl. No.	List of optional items
1	A one (1) min video from same content can also be demanded by IIT Delhi from the selected firm for the lump sum quoted price. No extra payment will be made for this 1 min video.



A complete set of tender documents\* may be Download by prospective bidder free of cost from the website <http://eprocure.gov.in/eprocure/app>. Bidder has to make payment of requisite fees (i.e. Tender fees (if any) and EMD) online through RTGS/NEFT only.

## Terms & Conditions Details

Sl. No.	Specification
1.	<b>Due date:</b> The tender has to be submitted on-line before the due date. The offers received after the due date and time will not be considered. No manual bids will be considered.
2.	<b>Preparation of Bids:</b> The offer/bid should be submitted in two bid systems (i.e.) Technical bid and financial bid. The technical bid should consist of all technical details. Financial bid should indicate a lump sum amount inclusive of all taxes/GST for the services required in the technical bid in the given format. The Technical bid and the financial bid should be submitted Online. <b>Note: - Comparison of prices will be done ONLY on the bids submitted for the Main Product and anything asked as 'Optional' in the specs is not to be included for overall comparison.</b>
3.	<b>Opening of the tender:</b> The online bid will be opened by a committee duly constituted for this purpose. Online bids (complete in all respect) received along with EMD (if any) will be opened as mentioned at "Annexure: Schedule" in presence of bidders representative if available. Only one representative will be allowed to participate in the tender opening. Bid received without EMD (if present) will be rejected straight way. The technical bid will be opened online first and it will be examined by a technical committee (as per specification and requirement). The financial offer/bid will be opened only for the offer/bid which technically meets all requirements as per the specification, and will be opened in the presence of the vendor's representatives subsequently for further evaluation. The bidders if interested may participate on the tender opening Date and Time. The bidder should produce authorization letter from their company to participate in the tender opening.
4.	<b>Acceptance/ Rejection of bids:</b> The Committee reserves the right to reject any or all offers without assigning any reason.
5.	<b>Important criteria:</b> (ii) Non-compliance of tender terms, non-submission of required documents, lack of clarity of the specifications, contradiction between bidder specification and supporting documents etc. may lead to rejection of the bid. (v) In the tender, either the Indian agent on behalf of the Principal Partner itself can bid but both cannot bid simultaneously for the same item/product in the same tender. (vi) If an agent submits bid on behalf of the Principal, the same agent shall not submit a bid on behalf of another Principal in the same tender for the same item/product.
6.	<b>Force Majeure:</b> The Supplier shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that, it's delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure. <ul style="list-style-type: none"> <li>● For purposes of this Clause, "Force Majeure" means an event beyond the control of the Supplier and not involving the Supplier's fault or negligence and not foreseeable. Such events may include, but are not limited to, acts of the Purchaser either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.</li> <li>● If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such conditions and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.</li> </ul>
7.	<b>Risk Purchase Clause:</b> In event of failure of supply of the service/product within the stipulated delivery schedule, the purchaser has all the right to purchase the service/product from the other source on the total risk of the supplier under risk purchase clause.
8.	<b>Packing Instructions:</b> 3 copies of final video should be provided on good quality media/DVD/Pen drive. Package will be marked with proper paint/indelible ink, the following: i. Item Nomenclature

	ii. Order/Contract No. iii. Supplier's Name and Address
9.	<p><b>Delivery and Documents:</b>          Delivery of the service/product should be made within a maximum of 6 to 8 weeks <i>from the date of the opening of LC</i>. The supplier shall mail the following documents to the purchaser with a copy to the insurance company:</p> <ol style="list-style-type: none"> <li>1. 4 Copies of the Supplier invoice showing contract number, goods' description, quantity</li> <li>2. unit price, total amount;</li> <li>3. Insurance Certificate if applicable;</li> <li>4. Manufacturer's/Supplier's warranty certificate;</li> <li>5. Inspection Certificate issued by the nominated inspection agency, if any</li> <li>6. Supplier's factory inspection report; and</li> <li>7. Certificate of Origin (if possible by the beneficiary);</li> <li>8. Two copies of the packing list identifying the contents of each package.</li> </ol> <p>The above documents <b>should be received by the Purchaser</b> before arrival of the Goods (except where the Goods have been delivered directly to the Consignee with all documents) and, if not received, the Supplier will be responsible for any consequent expenses.</p>
10.	<p><b>Delayed delivery:</b> If the delivery is not made within the due date for any reason, the Committee will have the right to impose penalty 1% per week and the maximum deduction is 10% of the contract value / price.</p>
11.	<p><b>Prices:</b> The price should be quoted in net per unit (after breakup) and must include all packing and delivery charges. The offer/bid should be exclusive of taxes and duties, which will be paid by the purchaser as applicable. However the percentage of taxes &amp; duties shall be clearly indicated. The price should be quoted without custom duty and excise duty, since IIT Delhi is exempted from payment of Excise Duty and is eligible for concessional rate of custom duty. Necessary certificate will be issued on demand.</p> <p><b>In case of imports, the price should be quoted on FOB/FCA origin Airport Basis only.</b> Under special circumstances (eg. perishable chemicals), when the item is imported on CIF/CIP, please indicate CIF/CIP charges separately upto IIT Delhi indicating the mode of shipment. IIT Delhi will make necessary arrangements for the clearance of imported goods at the Airport/Seaport. Hence the price should not include the above charges. <b>At any circumstances, it is the responsibility of the foreign supplier to handover the material to our forwarder at the origin airport after completing all the inland clearing. No Ex- Works consignment will be entertained.</b></p> <p>“In case of CIF/CIP shipments, kindly provide the shipment information at least 2 days in advance before landing the shipment along with the documents i.e. invoice, packing list, forwarder Name, address, contact No. in India to save penalty/demurrage charges (imposed by Indian Customs) . Otherwise these charges will be recovered from the supplier/Indian Agent.”</p> <p><b>Note: -Comparison of prices will be done ONLY on the bids submitted for the Main Equipment and anything asked as ‘Optional’ in the specs is not to be included for overall comparison.</b></p>
12.	<p><b>Notices:</b> For the purpose of all notices, the following shall be the address of the Purchaser and Supplier.</p> <p><b>Purchaser:</b>  <b>Assistant Registrar (IRD Admin)</b>          IRD Unit, Main Building,          Indian Institute of Technology          Hauz Khas, New Delhi – 110016          Email: <a href="mailto:arird@admin.iitd.ac.in">arird@admin.iitd.ac.in</a>          Phone: +91-011-26591787</p> <p><b>Supplier:</b> (To be filled in by the supplier)</p>

	<p><b>(All supplier's should submit its supplies information as per Annexure-II).</b></p> <hr/> <hr/>
13.	<p><b>Resolution of Disputes:</b> The dispute resolution mechanism to be applied pursuant shall be as follows:</p> <ul style="list-style-type: none"> <li>• In case of Dispute or difference arising between the Purchaser and a domestic supplier relating to any matter arising out of or connected with this agreement, such disputes or difference shall be settled in accordance with the Indian Arbitration &amp; Conciliation Act, 1996, the rules there under and any statutory modifications or re-enactments thereof shall apply to the arbitration proceedings. The dispute shall be referred to the Director, Indian Institute of Technology (IIT) Delhi and if he is unable or unwilling to act, to the sole arbitration of some other person appointed by him willing to act as such Arbitrator. The award of the arbitrator so appointed shall be final, conclusive and binding on all parties to this order.</li> <li>• In the case of a dispute between the purchaser and a Foreign Supplier, the dispute shall be settled by arbitration in accordance with provision of sub-clause (a) above. But if this is not acceptable to the supplier then the dispute shall be settled in accordance with provisions of UNCITRAL (United Nations Commission on International Trade Law) Arbitration Rules.</li> <li>• The venue of the arbitration shall be the place from where the order is issued.</li> </ul>
14.	<p><b>Applicable Law:</b> The place of jurisdiction would be New Delhi (Delhi) INDIA.</p>
15.	<p><b>Right to Use Defective Goods</b> If after delivery, acceptance and installation and within the guarantee and warranty period, the operation or use of the goods proves to be unsatisfactory, the Purchaser shall have the right to continue to operate or use such goods until rectifications of defects, errors or omissions by repair or by partial or complete replacement is made without interfering with the Purchaser's operation.</p>
16.	<p><b>Supplier Integrity</b> The Supplier is responsible for and obliged to conduct all contracted activities in accordance with the Contract using state of the art methods and economic principles and exercising all means available to achieve the performance specified in the contract.</p>
17.	<p><b>Governing Language</b> The contract shall be written in English language. English language version of the Contract shall govern its interpretation. All correspondence and other documents pertaining to the Contract, which are exchanged by the parties, shall be written in the same language.</p>
18.	<p><b>Applicable Law</b> The Contract shall be interpreted in accordance with the laws of the Union of India and all disputes shall be subject to place of jurisdiction.</p>
19.	<p><b>Notices</b></p> <ul style="list-style-type: none"> <li>• Any notice given by one party to the other pursuant to this contract/order shall be sent to the other party in writing or by cable, telex, FAX or e mail and confirmed in writing to the other party's address.</li> <li>• A notice shall be effective when delivered or on the notice's effective date, whichever is later.</li> </ul>
20.	<p><b>Taxes</b> Suppliers shall be entirely responsible for all taxes, duties, license fees, octroi, road permits, etc., incurred until delivery of the contracted Goods to the Purchaser. However, GST etc, in respect of the transaction between the Purchaser and the Supplier shall be payable extra, if so stipulated in the order.</p> <p>For research purpose(s) <b>ONLY</b>, 5% GST will be applicable with concessional GST Certificate.</p>
21.	<p><b>Duties</b> IIT Delhi is exempted from paying custom duty under notification No.51/96 (partially or full) and necessary "Custom Duty Exemption Certificate" can be issued after providing following information</p>

	<p>and Custom Duty Exemption Certificate will be issued to the shipment in the name of the Institute, (no certificate will be issued to third party): The procured product should be used for teaching, scientific and research work only.</p> <p>a) Shipping details i.e. Master Airway Bill No. and House Airway No. (if exists) b) Forwarder details i.e. Name, Contact No., etc.</p> <p>IIT Delhi is partially exempted from paying GST and necessary GST Exemption Certificate will be provided for which following information are required.</p> <p>a) Quotation with details of Basic Price, Rate, Tax &amp; Amount on which ED is applicable b) Supply Order Copy c) Proforma-Invoice Copy.</p>
22.	<p><b>Agency Commission:</b> Agency commission if any will be paid to the Indian agent in Rupees on receipt of the equipment and after satisfactory installation. Agency Commission will not be paid in foreign currency under any circumstances. The details should be explicitly shown in Tender even in case of Nil commission. The tenderer should indicate the percentage of agency commission to be paid to the Indian agent.</p>
23.	<p><b>Payment:</b></p> <p>(i) For imported items Payment will be made through irrevocable Letter of Credit (LC) Cash Against Documents (CAD)/Against delivery/after satisfactory installation by T.T. Letter of Credit (LC) will be established in favour of foreign Supplier after the submission of performance security. The letter of credit (LC) will be established on the exchange rates as applicable on the date of establishment. For Imports, LC will be opened for 100% FOB/CIF value. 80% of the LC amount shall be released on presentation of complete and clear shipping documents and 20% of the LC amount shall be released after the installation and demonstration of the equipment at the INST site of installation in faultless working condition for period of 60 days from the date of the satisfactory installation and subject to the production of unconditional performance bank guarantee as specified in Clause 8 of tender terms and conditions.</p> <p>(ii) For Indigenous supplies, 100% payment shall be made by the Purchaser against delivery, inspection, successful installation, commissioning and acceptance of the equipment at IITD in good condition and to the entire satisfaction of the Purchaser and on production of unconditional performance bank guarantee as specified in Clause 9 of tender terms and conditions.</p> <p>(iii) Indian Agency commission (IAC), if any shall be paid after satisfactory installation &amp; commissioning of the goods at the destination at the exchange rate prevailing on the date of negotiation of LC documents, subject to DGS&amp;D registration for restricted items.</p> <p>(iv) All the bank charges within India will be borne by the Institute and outside India will be borne by the Supplier.</p>
24.	<p><b>User list:</b> Brochure detailing technical specifications and performance, list of industrial and educational establishments where the items enquired have been supplied must be provided. (Ref. <b>Annexure-III</b>)</p>
25	<p><b>Application Specialist:</b> The Tenderer should mention in the Techno-Commercial bid the availability and names of Specialist and Service personnel in the nearest regional office. (Ref. to Annexure-III)</p>
26	<p><b>Site Preparation:</b> The supplier shall inform to the Institute about the site preparation, if any, needed for the installation of equipment for video shooting, immediately after the receipt of the purchase order. The supplier must provide complete details regarding space and all the other infrastructural requirements needed for the equipment, which the Institute should arrange before the arrival of the equipment to ensure its timely installation and smooth operation thereafter.</p> <p>The supplier shall visit the Institute and see the site where the equipment is to be installed and may offer his advice and render assistance to the Institute in the preparation of the site and other pre-installation requirements.</p>
27	<p><b>Termination for Default</b></p>

	<p>The Purchaser may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the Supplier, terminate the Contract in whole or part:</p> <ol style="list-style-type: none"> <li>i. If the Supplier fails to deliver any or all of the Goods within the period(s) specified in the order or within any extension thereof granted by the Purchaser; or</li> <li>ii If the Supplier fails to perform any other obligation(s) under the Contract.</li> <li>iii If the Supplier, in the judgment of the Purchaser has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.</li> </ol> <ul style="list-style-type: none"> <li>● For the purpose of this Clause: <ol style="list-style-type: none"> <li>i. <b>“Corrupt practice”</b> means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.</li> <li>ii. <b>“Fraudulent practice”</b> means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Borrower, and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Borrower of the benefits of free and open competition;”</li> </ol> </li> <li>● In the event the Purchaser terminates the Contract in whole or in part, the Purchaser may procure, upon such terms and in such manner, as it deems appropriate, Goods or Services similar to those undelivered, and the Supplier shall be liable to the Purchaser for any excess costs for such similar Goods or Services. However, the Supplier shall continue the performance of the Contract to the extent not terminated.</li> </ul>
28	<p><b>Disputes and Jurisdiction:</b> Any legal disputes arising out of any breach of contract pertaining to this tender shall be settled in the court of competent jurisdiction located within New Delhi.</p>
29	<p><b>Compliance certificate:</b> This certificate must be provided indicating conformity to the technical specifications. (Annexure-I)</p>

## COMPLIANCE SHEET

## TECHNICAL SPECIFICATION

Sl. No.	Technical Specifications	Compliance Y/N
1	We will be responsible for pre-production, shooting and editing, post-production with professional voiceover. Final product will be a video of 4-5 min duration in full HD format.	
2	We will be completely responsible for required equipment to shoot the video besides, processing, hiring of camera & lights, studio hiring, and procuring all the necessary permission for shoot, catering, transportation, etc. in case of outdoor shooting. The location details of outdoor shooting will be at IIT Delhi Campus, New Delhi.	
3	We will be responsible for hiring the crew including Cameraman and other technical & production team - Helper, Lighting crew, and so on.	
4	We will be responsible to meet the post-production charges such as: Studio hire for editing charges, Motion graphics Animation charges, Music composition and voiceover charges and any other related charges.	
5	We will be responsible for travel, boarding and lodging for the entire production team and technical crew at the location.	
6	We will take necessary permissions for shooting, wherever required from IIT Delhi.	
7	<p>We will prepare the Institutional/Research video, based on the approval of the concept by IIT Delhi. Approval from IIT Delhi will be sought on the following:</p> <ol style="list-style-type: none"> <li>I. Written and Visual Storyboard &amp; Art work</li> <li>II. Voiceover for English</li> <li>III. Location shoot direction including interviews (if required)</li> <li>IV. DOP, Camera Equipment, Lighting</li> <li>V. Motion graphics and VFX</li> <li>VI. Film editing</li> </ol> <p>We will prepare the basic script in English in consultation with IIT Delhi within 10 days from the award of contract. If there is any modification required in the script, we will do the modification in the script till final acceptance of video film by IIT Delhi.</p>	
8	<p><b>Shooting</b> We will make all arrangements for shooting. This includes camera, light, sound, drone camera (if required) and other equipment.</p>	
9	<p><b>Animation:</b> The video film will include motion graphics and animations with duly approved professional voiceover.</p>	
10	<p><b>Editing:</b> We will do the editing in digital non-linear set up with graphics and animation workstation in addition to music and narration. Use of special effects shall be done in the video wherever required. Re-editing may be required if the editing made by the contractor is found unsatisfactory to IIT Delhi. Whenever needed, we will have discussions with IIT Delhi for developing the video.</p>	

I have also enclosed all relevant documents in support of my claims, (as above) in the following pages.

**Signature of Bidder**

**Name:** \_\_\_\_\_

**Designation:** \_\_\_\_\_

**Organization Name:** \_\_\_\_\_

**Contact No. :** \_\_\_\_\_



**<< Organization Letter Head >>  
DECLARATION SHEET**

We, \_\_\_\_\_ hereby certify that all the information and data furnished by our organization with regard to this tender specification are true and complete to the best of our knowledge. I have gone through the specification, conditions and stipulations in details and agree to comply with the requirements and intent of specification.

This is certified that our organization has been authorized (Copy attached) by the OEM to participate in Tender. We further certified that our organization meets all the conditions of eligibility criteria laid down in this tender document. Moreover, OEM has agreed to support on regular basis with technology / product updates and extend support for the warranty.

The prices quoted in the financial bids are subsidized due to academic discount given to IIT Delhi.

We, further specifically certify that our organization has not been Black Listed/De Listed or put to any Holiday by any Institutional Agency/ Govt. Department/ Public Sector Undertaking in the last three years.	NAME & ADDRESS OF THE Vendor/ Manufacturer / Agent
1 Phone	
2 Fax	
3 E-mail	
4 Contact Person Name	
5 Mobile Number	
6 GST Number	
7 PAN Number	
(In case of on-line payment of Tender Fees)	
8 UTR No. (For Tender Fee)	
(In case of on-line payment of EMD)	
9 UTR No. (For EMD)	
10 Kindly provide bank details of the bidder in the following format: a) Name of the Bank	
b) Account Number	
c) Kindly attach scanned copy of one Cheque book page to enable us to return the EMD to unsuccessful bidder	

**(Signature of the Tenderer)**

**Name:**

**Seal of the Company**



**PREVIOUS SUPPLY ORDER DETAILS**

**Annexure - IV**

Name of the Firm \_\_\_\_\_

Order placed by (Full address of Purchaser)	Order No. and Date	Description and quantity of order equipment	Value of order	Date of Completion of delivery as per contract	Has the equipment been installed satisfactorily (Attach a Certificate from the Purchaser/ Consignee)	Contact person along with Telephone No., Fax No. and email address)

Signature and Seal of the Manufacturer/ Bidder

\_\_\_\_\_

Place: \_\_\_\_\_

Date: \_\_\_\_\_

## Bid Submission

### Online Bid Submission:

The Online bids (complete in all respect) must be uploaded online in **two** Envelops as explained below:-

<b>Envelope – 1</b> (Following documents to be provided as single PDF file)			
Sl. No.	Document	Content	File Types
1.	Technical Bid	Compliance Sheet as per Annexure - I	.PDF
2.		Organization Declaration Sheet as per Annexure - II	.PDF
3.		List of organizations/ clients where the same services have been provided (in last two years) along with their contact number(s). (Annexure-III)	.PDF
4.		Technical supporting documents in support of all claims made at Annexure-I (Annexure-IV)	.PDF
5.		PREVIOUS SUPPLY ORDER as per Annexure - IV	.PDF
<b>Envelope – 2</b>			
Sl. No.	Document	Content	File Types
1.	Financial Bid	Price bid should be submitted in given BOQ_XXXX.xls format quoting the lump sum amount including all taxes/GST. Select quantity as 1. <i>Note: -Comparison of prices will be done ONLY on the bids submitted for the Main Equipment and anything asked as 'Optional' in the specs is not to be included for overall comparison.)</i> Bids for optional items are to be submitted in 'sheet2_Quote for optional items'	.XLS