



SIKKIM STATE COUNCIL OF SCIENCE & TECHNOLOGY
An autonomous agency of Department of Science & Technology,
Government of Sikkim, Vigyan Bhawan, Deorali, Gangtok-737102

NOTICE INVITING TENDER (NIT)

Sikkim State Council of Science & Technology (SSCST), an autonomous agency of the Department of Science, Technology & Climate Change (DST&CC), Government of Sikkim invites **“Sealed Tenders”** from registered firms or agencies for **audio-visual documentation of ethno-traditional knowledges under a project funded by DST, Govt. of India.**

Interested firms may collect the tender document from the office of the Special Secretary, DST&CC or Additional Director (Biotechnology), DST&CC, Government of Sikkim, Vigyan Bhawan, Deorali, Gangtok-737102 from 11th – 14th Feb. 2016 during the office hours i. e 10 am to 4 pm (IST) on payment of Rs. 500/- (Rupees five hundred) only by Demand Draft drawn in favor of Member Secretary, Sikkim State Council of Science & Technology payable at Gangtok, which is non-refundable.

The details of NIT along with the tender documents can also be downloaded from our website www.dstsikkim.gov.in. In case, the downloaded tender document is used for submission of bids, the bid should also include the cost of tender document viz. Rs. 500/- (Rupees five hundred) only.

Financial bid and the technical bid (supporting documents as per details in terms and conditions) should be prepared and labeled separately, sealed in different envelopes and placed inside a single cover scribing “Tender for videographic documentation” & “Do not open before 1st March, 2016” To insure acceptance of technical bids, attested copies of all the supporting documents mentioned in the tender documents should be enclosed.

The bids addressed to the Member Secretary, SSCST should reach the above address on or before 29th Feb. 2016. The technical bids would be opened on the next day i.e. on 1st March, 2016 in presence of bidders, who choose to attend the opening of bids. Financial bid shall be opened subsequently only for those firms whose technical bids are accepted. The date of opening of financial bid shall be informed to all bidders whose technical bids are accepted. Any tender received after the scheduled date and time shall not be entertained.

SSCST reserves the right to accept or reject all or any of the bids without assigning any reason thereof. All legal disputes arising out of the tender/work shall be subject to the jurisdiction of the High Court of Sikkim, Gangtok, only.

Sd/-

Special Secretary
Department of Science & Technology & Climate Change
Vigyan Bhawan, Deorali

The following format may be filled and submitted along with the technical bid. The supporting documents should be submitted as a proof of the claim.

No. of films/documentary produced/directed by the firm/company:

3-5 nos.:

5-8 nos.:

8-10 nos

More than 10 nos:

Skilled/trained manpower/staff of the firm/company:

NIFFA/similar film institute trained/course undertaken/undergone:

1 year:

2 year:

3 year:

Work experience of the crew/staff member of the firm in making film/documentary:

3-5 years: 1 person:

2 person:

3 person:

>3 person:

5-8 years: 1 person:

or more 2 person:

3 person:

>3 person:

Documentary proof of the above assertions are enclosed herewith.

Signature on behalf of the firm/company

Sikkim State Council of Science & Technology

TENDER DOCUMENT

Videographic documentation of ethno-traditional knowledge

Issue of Tender form: 11th – 14th February, 2016
Last Date Receipt of Tenders: 29th February, 2016
Date Opening of Tenders: 1st March, 2016
Price: Rs.500/-

Invitation for Bids

From: Sikkim State Council of Science & Technology, Department of Science & Technology, Government of Sikkim, Vigyan Bhawan, Deorali-737102

To:

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Sikkim State Council of Science & Technology (SSCST) is inviting sealed bids from registered firms for documentary films on ethno-traditional knowledge. Notice Inviting Tender (NIT) and other terms and conditions are available with the office of the undersigned or can be downloaded from the website: www.dstsikkim.gov.in.

Financial bid and the technical bid (supporting and other documents) should be prepared and labeled separately and sealed in different envelopes and placed inside a single cover scribing “Tender for videographic documentation” & “Do not open before 1st March, 2016”.

Bids should reach Sikkim State Council of Science & Technology, Vgyan Bhawan, Gangtok-737101, Sikkim on or before 29th February, 2016. The envelope would be opened next day at 11 a.m. (IST) by tender committee in the presence of bidders, who choose to attend the bid opening. The tender fee is non-refundable.

SSCST reserves the right to accept or reject any bid in the bidding process without assigning any reason thereof.

Yours faithfully,

Special Secretary
Department of Science & Technology and Climate Change
Govt. of Sikkim

I. Terms and Conditions:

1. The production house should have their Trade License issued by the Govt. of Sikkim & audio-visual firm registration certificate and VAT/professional tax clearance certificate. **(supporting documents required to be submitted)**
2. Only HD format camera should be used for the shooting with professional director/cameraman and technician having full expertise in the field of script writing, direction and film making.
3. Film should be shot at 24 fps; 16:4 ratio.
4. The production house should have at least 3-5 years of experience in the field of audio-visuals and must have produced at least 3-5 tele films/documentary films in the past **(supporting documents required to be submitted)**
5. The production house should have their own studio with editing/sound facilities and other cinematic infrastructure. **(supporting documents required to be submitted).**
6. No extra/ artificial lights or recreation of scene is permitted in documentary. The documentary may be shot at its natural condition/original form.
7. Successful bidder should submit the script of documentary within 20 days of receipt of work order for finalization.
8. The scientific team of upto two persons of the state council associated with the project may have to be accommodated in the programme. No extra charge can be made by the awarded firm for the travel & accommodation cost of the scientific team accompanying the film/documentary crew members.
9. The documentary may be completed in a phased manner involving different etho-traditional practices.
10. The documents/video clipping may be submitted within 12 months.
11. Total of three documentaries with maximum coverage (minimum 1 hr each) and narration (English) by a professional narrator may be submitted in the prescribed video/digital format.
12. Total of thirty DVDs, in HD format, fully edited, narrated and with background score (original or permitted by the copyright law) may be submitted within 12/14 months of receiving the work order by the firm. Total duration of each documentary completion should be 12/14 months from receipt of order.

II. Instruction to bidders:

1. Submission of bids

Financial bid and Technical bid (i.e. supporting and other documents) should be prepared and labeled separately and sealed in different envelopes and placed inside a single cover scribing "Tender for videographic documentation" & "Do not open before 1st March, 2016". The bid should be addressed to Member Secretary, Sikkim State Council of Science & Technology, Vigyan Bhawan, Deorali, Gangtok-737102, Sikkim (India) along with the tender fee of Rs. 500/- by Demand Draft in favor of Member Secretary, Sikkim State Council of Science & Technology payable at Gangtok.

2. Last date of submission of bid

The bids addressed to the SSCST should reach the above address on or before 29th February, 2016 at 4 P.M.

3. Opening of bid:

The bids would be opened on the next day by the tender committee i.e. on 1st March 2016 at 11 a.m. in presence of bidders, who choose to attend the opening of bids. No separate notice shall be issued in this regard. Bidders must bring their original certificates/testimonials for verification at the time of opening of their bids.

4. Evaluation of bids

For evaluation of bids, supporting documents in the technical bid shall be scrutinized first and only those bids which have submitted complete supporting documents and qualified technically and have fulfilled the criteria laid down in the terms and conditions will be considered for financial bid. The date of opening of financial bid shall be informed to all bidders whose technical bids are accepted. **Internal scoring points fixed by the committee shall be scored on quantitative basis of 70% to technical bid and 30% to financial bid.**

5. Incomplete and Late bids

Incomplete bids in any form and also the bids received after the deadline for submission of bids (29th Feb. 2016) will be rejected.

6. Award of work

Based on the quantitative scoring basis of both technical and financial bid, the highest scorer will be awarded the work order. SSCST will notify the successful bidder through committee that its bid has been accepted. A contract shall be signed between SSCST and the successful bidder within 7 days of receipt of letter of award by the successful bidder.

7. Earnest Money Deposit

Successful bidders are required to deposit EMD @ 2.5% of the total amount for which work order is issued. The EMD will be forfeited in case bidder fails to sign the

contract with STCST within 7 days from the date of notification of award or fails to execute/undertake the scope of work indicated in the contract.

8. Payment

Payment will be made after completion of work. However, advance payments may be considered on request by the firm.