



ISO 9001:2008, ISO 14001:2004
& OHSAS 18001:2007
Certified Company

आरईसी पावर डिस्ट्रीब्यूशन कम्पनी लिमिटेड
REC POWER DISTRIBUTION COMPANY LIMITED
(A wholly owned subsidiary of REC Ltd., a 'Navratna CPSE' under Ministry of Power, Govt. of India)
CIN No. RECPDCL-U40101DL2007GOI165779

Corporate Office: 1016-1023, 10th Floor, Devika Tower, Nehru Place, New Delhi-110019
Tel: 011-44128755 Fax: 011-44128768, Website: www.recpdcl.in, E-mail: co.delhi@recpdcl.in
Regd. Office: Core-4, SCOPE Complex, 7 Lodhi Road, New Delhi-110003, Phone (011) 43091506 Fax: (011) 24365815

Request for Proposal

(Invited through e-Tendering mode only)

For

Production of High Quality Documentary/short film for RECPDCL

No. RECPDCL/Documentary Video/2016-17/3435

Dated: 25.01.2017

REC Power Distribution Company Limited

(A wholly owned subsidiary of REC, a 'Navratna CPSE'
Under the Ministry of Power, Govt of India)

CIN no of RECPDCL-U40101DL2007GOI165779

Corporate office

1016-1023, Devika Tower, Nehru Place, New
Delhi-110019

Telefax: 011-44128768

Website: www.recpdcl.in

Description of task, e-tender submission format and procedure is provided in the Financial Bid document available on RECPDCL website (www.recpdcl.in), REC website (www.recindia.com), e- tendering website (www.tenderwizard.com/REC), (www.eprocure.gov.in)

Important Dates	
Date of Release of NIT	25.01.2017
Last date of queries/seeking clarification	31.01.2017 at 10:30 Hours
Pre Bid Meeting	31.01.2017 at 11:00 Hours
Last date of submission of tender	15.02.2017 up to 15:00 Hours
Date of Opening of Technical Bids	15.02.2017 at 15:30 Hours
Date of Opening of Financial Bids	To be intimated later

Note:

Online registration shall be done on e-tendering website i.e. www.tenderwizard.com/REC & in general, activation of registration may takes 24 hours subject to the submission of all requisite documents required in the process.

-Sd-
(S.C. Garg)
Addl. C.E.O.

[This document is meant for the exclusive purpose of Agencies against this RFP and shall not be transferred, reproduced or otherwise used for purposes other than that for which it is specifically issued.]

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SECTION-I

(RFP INFORMATION)

Name of the assignment: Production of High Quality documentary/short film for RECPDCL

Important information

S. No.	Event	Date/ Information	
1	Date of Release of NIT	25.01.2017	
2	Last date for queries / seeking	31.01.2017 at 10:30 Hours	
3	Pre Bid Meeting	31.01.2017 at 11:00 Hours	
4	Last date of submission of Tender	15.02.2017 up to 15:00 Hours	
5	Date of Opening of Technical Bids	15.02.2017 at 15:30 Hours	
6	Date of Opening of Financial Bids	To be intimated later	
7	Bid document	The Bid document can be downloaded and viewed from any of the website: www.recpdcl.in (or) www.recindia.nic.in (or) www.eprocure.gov.in (or) (www.tenderwizard.com/REC) at free of cost.	
8	Earnest Money Deposit (EMD)	All participating bidders have to submit EMD in original amounting to Rs. 25000/- (Rupees Twenty Five Thousand only) in the form of Demand Draft (DD) in favour of REC Power Distribution Company Ltd. payable at New Delhi (or) in the form of Bank Guarantee (bid bank guarantee) from a scheduled bank as per format of Annexure-III.	
9	Validity of Bid	180 days from the last date of bid submission	
10	Address for Bid Submission	Shri S. C Garg, Addl. Chief Executive Officer, REC Power Distribution Company Limited, 1016-1023, 10th Floor, Devika Tower, Nehru Place New Delhi- 110019, India. Phone No : 011-44128752, Email- co.delhi@recpdcl.in	
11	Contact Person	Shri. Ajay Kumar, Chief Technical Officer REC Power Distribution Company Limited (RECPDCL) Phone:011-44128767 Fax:011-44128767 Email-co.delhi@recpdcl.in	Shri Sunil Bisht, Dy. Manager (Tech.), REC Power Distribution Company Limited (RECPDCL) Phone:011-44128760; Fax:011-44128768 Email- co.delhi@recpdcl.in

The EMD (Earliest Money Deposit) is to be submitted by all the participating bidders of an amount of Rs.25,000/- (Rupees Twenty Five Thousand Only) in the form of irrevocable Bank Guarantee (BG) from a nationalized/scheduled Bank as per Performa enclosed as "**Annexure-II**" or Bank Demand Draft drawn in favour of REC Power Distribution Company Limited payable at New Delhi. The EMD of unsuccessful bidder/s will be returned within 30 days after the finalisation of tender/award of contract and EMD of successful bidder will also be returned after acceptance of work order & submission of PBG.

SECTION-II

PREFACE

About the Company:

REC Power Distribution Company Limited (RECPDCL) is an ISO 9001:2008 (Quality Management System), ISO 14001:2004 (Environmental Management System), OHSAS 18001:2007 (Occupational Health & Safety) Certified company and a wholly owned subsidiary of Rural Electrification Corporation Ltd. (REC), a “Navratna CPSE” under the Ministry of Power, Govt. of India.

Business Activities of RECPDCL:

RECPDCL is engaged in providing value added consultancy services in power sector arena covering Power Distribution, Renewable Energy Sector and Energy Efficiency programs including Govt. of India's power schemes for power utilities across the country and various regulatory assignments with SERCs. It includes the project works under Rural Electrification, Project Management Consultancy (PMC) works, Detailed Project Report (DPR) preparation for R-APDRP/DDUGJY/RGGVY/NEF and other power project schemes, Third Party Inspection of DDUGJY/ RGGVY/other projects, Feeder Renovation Program, Feeder separation, HVDS program, Lender's Engineers assignment, IT related assignments in Distribution sector including Energy Audit, Evaluation study for HVDS/Distribution network, AT&C Loss assessment, System study, MRI based billing and Cost Book Data Preparation.

RECPDCL is also an Empanelled Government Agency with Ministry of New & Renewable Energy (MNRE), Govt. of India.

RECPDCL also received appreciation at various platforms .Above mentioned projects establishes RECPDCL's capability of execution of some of the difficult projects of national importance in a time bound and efficient manner.

RECPDCL is intending to engage agency for making of the High quality documentary/Short film.

SECTION-III

INSTRUCTIONS TO BIDDING AGENCIES

This RFP is invited from the agencies for Production of High Quality documentary/short film for RECPDCL.

The agencies/bidders are advised to study the financial bid document carefully. Submission of Financial Bid shall be deemed to have been done after careful study and examination of the financial bid document with full understanding of its implications.

Submission of the Bid:

Agency shall submit their responses online through e-tendering website www.tenderwizard.com/REC.

A. The submission and opening of Financial Bid will be through e-tendering process only.

Interested Agencies/bidders can download Financial Bid document from the RECPDCL website i.e. <http://www.recpdcl.in> or www.recindia.com or www.eprocure.gov.in and e-tendering regd. link is given in RECPDCL website i.e. www.tenderwizard.com/REC.

(Note: To participate in the e-Bid submission, it is mandatory for the agency to have a user ID & Password. For this purpose, agency has to register them self with RECPDCL through tender Wizard Website given below. Please also note that the agency has to obtain digital signature token for applying for the e-Bid. In this connection, vendor may also obtain the same from tender Wizard.)

B. Steps for Registration:

- i. Go to website "<http://www.tenderwizard.com/REC>".
- ii. Click the link 'Register Me' or 'New User? Sign Up'
- iii. Enter the details about the E-tendering as per format.
- iv. Click 'Create Profile'.
- v. E-tender will get confirmation with **Login ID and Password.**

C. Steps for application for Digital Signature from Bid Wizard:

Download the Application Form from the website <http://www.tenderwizard.com/REC>. Follow the instructions as provided therein. In case of any assistance, you may contact RECPDCL officers whose address is given at the Bid.

Bid is to be submitted through online mode on website www.tenderwizard.com/REC in the prescribed form.

Contact details in case of any clarification of queries/details regarding registration & digital signature:-

Sh. Sameer Jha, IT Engineer, REC PDCL – 011-44128765, 9650793709,

Sh. Sandeep Gautam, Sr. Executive, Tender Wizard – 8800496478

Scanned soft copy of the documents given below for the qualifying response:

➤ **General Documents/EMD**

1. Form-I----- Letter for Submission of Tender & Financial Bid & Form-II ----- General criteria details.
2. EMD of Rs. 25,000/- in the form of Bank Guarantee (BG) from a nationalized/scheduled Bank as per Performa enclosed as "**Annexure-II**" or Bank Demand Draft drawn in favour of REC Power Distribution Company Limited payable at New Delhi & scanned copy to be uploaded and original to be submitted before the last date & time of Submission of Tender.
3. Performance Bank Guarantee as applicable details mentioned in clause 7.0 in this tender, in form of DD or Bank Guarantee may be drawn from a scheduled commercial bank in favour of The "REC Power Distribution Company Ltd", New Delhi.

➤ **Financial Bid**

1. Form-III-----Financial Proposal/Bid.

Financial bid to be uploaded in the specific format designed & same may be downloaded from website www.tenderwizard.com/REC and after filling the form it is to be uploaded therein through digital signature.

All the documents should be addressed to.

**Addl. Chief Executive Officer
REC Power Distribution Company Ltd.
1016-1023, 10th Floor, Devika
Tower, Nehru Place, New Delhi –
110019**

(Note: All papers that comprise the Bid document of the concerned Bid must be numbered. An index of each page should also be provided.)

SECTION-IV

SCOPE OF WORK & ELIGIBILITY CRITERIA

1. SCOPE OF WORK

RECPDCL intends to make a documentary film/short film focusing to showcase on Company's Profile, Projects Overview, Various Process, activities & timeline involved, successful implementation of Projects/projects of national importance, achievement. Best practices, utilization of Information Technology, inspiring stories/success stories etc.

Same may be used at various platforms by RECPDCL for apprising about the organisation & its projects by means of above said parameters.

Successful bidder will be provided the basic details about the RECPDCL/REC and its projects to help prepare the film. The filmmakers will have to submit a rough script along with a concept note, jingle lyrics and prepare the film within the said deadline and manage the entire production & shooting across the locations PAN India as per requirement of RECPDCL. Further, RECPDCL may provide some available edited/unedited videos to Agency at its sole discretion. The film should have an important element of Music and Sound supporting the visuals, hence the filmmakers need to have an expertise on both Audio and Visual aspects that including music and sound-design. The filmmakers will themselves arrange a well-known and recognized singer for the purpose of recording the jingle. The film will require shooting in different locations as proposed by RECPDCL and it is the responsibility of the bidder to successfully manage the shoot from pre- production to post in these areas. Details are mentioned as below:-

1.1 Aspects that shall be highlighted, Quality & Technical Requirements:

- Taking up the initiative by RECPDCL to undertake the challenges for timely completion of Project of RECPDCL.
- The mobilization of manpower in all districts/states for continuous supervision of quality of works in-spite of difficulties faced in various areas and terrains with photographic evidences shared among everyone involved in this Project from senior to junior through WhatsApp, Emails etc. at every stages of progress.
- Show casing of RECPDCL as a responsible, resourceful, well organized & dedicated participant in Every Project.
- Social impact of the work done by RECPDCL & the feedback from the concerned authorities & beneficiaries.
- Shooting should be done by high quality HD Cameras and Video shall be produced in progressive HD format.
- Videos should have an important element of Music and Sound supporting the visuals, hence the filmmakers need to have an expertise on both Audio and Visual aspects that including music and sound design with sufficient & High quality infrastructure.
- The filmmakers will themselves arrange a recognized anchor/singer for the purpose of recording the background score/ jingle as per requirement of RECPDCL

- Appropriate use of modern editing techniques including rendering of text/visuals, multilayering, compositing, chromo key, special effects etc should be made to make the film visually very rich. The video film should meet the international telecast standards of all public and private channels.
- The filmmaker has to provide visual effects, graphics, 3-D modelling and animation tools to make documentary/shortfilm more effective or as per requirement of RECPDCL.
- Video/film should be compatible with Automatic Dialogue replacement (ADR).
- Necessary high-end tools & infrastructure should be used for high quality & impactful promotion of documentary/shortfilm.
- Videos should be compatible to be run on internet, mobile phones, TV & cinema etc. as per requirement of RECPDCL.

Deliverables: Following deliverables shall be submitted upon completion and achievements of various projects by RECPDCL:

A. Short documentary films/ videos:

- Separate uncut videos of duration approx. 15 minutes or as per requirement of RECPDCL.
- Final edited video with suitable background score/ jingle/ song of duration approx. 7 minutes duration.
- Videos shall be delivered on Hard Drive/ Pen Drive/ CD/ DVD etc. and through online file transfer links or any separate upload link provided by RECPDCL.
- Said film primarily should be in Hindi language, However as per requirement it may be asked for dubbing in English or any other Indian language.
- Mixed and unmixed version along with raw footage should be provided.

2.0 Performance

2.1 The Bidder is required to submit the Time Schedule/Plan for completion of the assignment. The Time Schedule/Plan should be prepared in such a way that work may start immediately after the issuance of work order as per scope of work/requirement of RECPDCL. Agency may propose their milestone targets to complete the work before schedule.

2.2 The agency concerned shall also provide Name/Contact Nos./Email IDs/Fax No. of all Key management officials.

2.3 Completion of assignment in time is most important element of the contract/work.

3. Eligibility criteria:

3.1. The Production house/agency should be empanelled with Directorate of Advertising and Visual Publicity (DAVP) or National Film Development Corporation of India (NFDC) for production of documentary/short film. The Production house/ agency will have to submit the supporting documents/certificates while claiming the empanelment with DAVP or NFDC and it should be valid.

3.2. The Production house/agency should have produce documentary/short film of at least 05minute duration for various Ministries, Department, Autonomous bodies, Public sector Undertaking etc. of Govt. of India or of State Govt. relevant work order and completion certificate in this regard may be submitted.

3.3. The Production house/agency should not have been blacklisted by any Central /State Government / Public sector Undertaking, Govt. of India & undertaking as per “**Annexure IV**” may be submitted.

4. TIMELINES: successful bidder is to complete the assignment as per following schedule:

4.1 Agency has to submit script / story board of documentary within 05 days of award of work.

4.2 RECPDCL may visit the studio at any time during the production process for review of documentary, making any number of changes etc. to get the best results for recording, superimposing, vision mixing and editing works etc.

4.3 Agency has to complete the shooting and all associated activities of Pre & Post production & submit final deliverables within 30days from issuance of work order including mix-master of the film along with all deliverables.

SECTION-V

GENERAL CONDITIONS OF BID

1. Each bidder should submit ONLY SINGLE bid.
2. Consortium/ Joint Venture Firm are not allowed to participate in this tender
3. The bidder shall ensure that deployed personnel are trained and experienced for jobs as defined in scope of work for ensuring the high quality and correctness of jobs to be carried out in a highly professional manner.
4. The bidder should submit the documents through e tendering mode viz. **letter of submission of financial bid enclosed as Form-I, General criteria details enclosed as Form-II, Financial bid/Performance enclosed as Form-III, Letter of Transmittal enclosed as Annexure-I, Undertaking for Not Being Blacklisted as Annexure-IV**, for evaluation of their financial bids. Original of requisite EMD & Integrity Pact to be submitted in original on or before last date of submission of Bids, fulfilling the above conditions will only be evaluated by the duly constituted evaluation committee. Bids of the bidders not fulfilling the conditions given above may be summarily rejected. Undertaking for subsequent submission of any of the above documents will not be entertained under any circumstances.
5. RECPDCL reserve right to ask to submit any document if desired so at any stage & also the right to verify/confirm all original documents & failure to produce the same within the period as and when required and notified in writing by RECPDCL shall result in summarily rejection of the bid.
6. Engagement with RECPDCL does not confer any right to the agencies to be invited for participating in any bids, tender etc. floated by RECPDCL. RECPDCL reserves the right to call bids/assign work/associate the agency(ies) in any area as may be deemed fit by RECPDCL depending upon the profile provided by the agencies and requirement of assignment.
7. The responder shall bear all costs associated with the preparation and submission of its Bid and RECPDCL will in no case be responsible or liable for these costs, regardless of the conduct or the outcome of the tender process.
8. RECPDCL reserves the right to withdraw the work & get it completed at the risk & cost of the agency, if performance of the agency is unsatisfactory, to whom work has been awarded. Further, the said agency may be black-listed for a period of one year or more for participating in any of the bids invited by RECPDCL. Also, RECPDCL would be free to intimate such black-listing to various state/central utilities/ Ministry of Power/ State Governments/ Other agencies not to consider the said agency for any assignment including of the same on websites.
9. RECPDCL reserves the right to accept or reject any or all requests for engagement without assigning any reason or to accept in parts and engage more than one agency at its sole discretion.
10. Acceptance of the application(s) constitutes no form of commitment on the part of RECPDCL. Furthermore, this acceptance of the application confers neither the right nor an expectation of minimum order within the proposed project.
11. RECPDCL reserve the right to accept the whole or its part of part of any responses with any short fall at its sole discretion

12. RECPDCL reserve the right to call for fresh tenders/financial bid invitation at any stage and /or time as per the present and /or envisaged RECPDCL requirements even if the tender is in evaluation stage or in any stage.
13. RECPDCL reserve the right to modify, expand, restrict, scrap, re-float the tender without assigning any reason for the same.
14. The responder shall bear all costs associated with the preparation and submission of its response, and RECPDCL will in no case be responsible or liable for these costs, regardless of the conduct or the outcome of the tender process.
15. Validity of Bid shall be 180 days from the last date of bid submission.
16. No price escalation is applicable on account of any statutory payments increase or fresh imposition of custom duty, excise duty, sales tax or duty leviable in respect of the major components of the system.
17. EMDs received late due to any reason including postal delay will not be considered.
18. Bidder's quoted rates should be firm and fixed. No price variation and escalation will be allowed.
19. Bids must be submitted in English language only.
20. Incomplete, telegraphic or conditional tenders are not accepted.
21. If due to any reason, the due date is declared as a holiday, the tender will be opened on next working day at the same time
22. The Bids with validity of less than 180 days from the last date of bid submission shall not be considered. The validity can be further extended as per requirement of RECPDCL
23. Any or all Bids may be rejected or accepted partially or fully without assigning any reason thereof by Chief Executive Officer, RECPDCL Bidders are requested to watch out RECPDCL website for change of events/additional information from time to time
24. Canvassing in any manner is strictly prohibited. The same will lead to rejection of the submitted bid
25. Bidders are requested to watch out RECPDCL website for change of events/additional information from time to time
26. RECPDCL reserves the right to conduct the reverse auction (if required) for the services being asked in the tender. The terms and conditions for such reverse auction event shall be as per the Acceptance Form attached as **Annexure III** of this document. The bidders shall mandatorily submit a duly signed copy of the Acceptance Form along with the tender document as a token of acceptance.
27. The Production house/agency should not have been blacklisted by any Central /State Government / Public sector Undertaking, Govt. of India.
28. The Production house should not be involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this expression of interest and in the execution of this contract.

SECTION-VI

BID EVALUATION METHODOLOGY

1. Methodology of evaluation of Bids

Stage-I

RECPDCL will identify the eligible responders based on the evaluation of the pre-qualification response.

Stage-II

Such Shortlisted responders shall be required to make a PPT/presentation including the below mentioned areas:-

- i) Strategy for the assignment, plan, concept, creativity with timelines, details of methodologies proposed to be followed by agencies.
- ii) Experience on the successfully completed assignments of similar nature and challenges, recognition and awards from Government of India.
- iii) Qualification and experience of key staff with detail of available infrastructure and resources.

Stage-III

Financial bids of only those agencies will be opened which will be shortlisted after stage-II evaluation mentioned above.

2. Bid preparation & Submission

2.1 Preparation & Submission of Technical Bids

The bidder qualifying under above criteria should submit bid documents as against eligibility criteria as mentioned above & all supporting documents along with the bid also to be submitted.

2.1 Preparation of Financial Bids

1.1 The Agency should upload Bid document with duly signed copy of the requisite documents through digital signature.

1.2 The Bidders are required to submit the complete financial bid documents through e-tendering only after

satisfying each and every condition laid down in the tender documents. Other forms the bid shall be summarily rejected.

1.3 Do not upload Financial Bid document with any other bid documents. Financial bid has to be uploaded separately.

1.3 All rates should be in figures and in words. In case of discrepancy between the words and the figures the rate indicated in words shall prevail.

1.4 Rates quoted should be firm and fixed. No price variation and escalation will be allowed.

2.2 Submission of Financial Bid:

- 1 Scan copy of "**Earnest Money Deposit**" along with letter of transmittal should be uploaded in portal.
- 2 Original EMD are to be submitted as on and before the last date of the submission.
- 3 Financial Bid should only be submitted through e-tendering mode and duly digitally signed by the authorized person, giving full name of the firm with its current business address. The letter of authorization shall be indicated by written Power-of-Attorney/ Authorization Letter accompanying the bid.
- 4 REC PDCL reserves the right to reject any or all tenders or drop part of tender without assigning any reasons whatsoever.
- 5 The quotation shall be valid for entire contract period/completion of the Assignments.
- 6 The bidders should satisfy themselves before submission of the bid to RECPDCL that they understand and satisfy each and every condition laid down in the bid document.

3.0 BID EVALUATION:

OPENING OF TECHNICAL BID:

Opening of technical bids will be through online mode only.

1. Bidders have to submit documents as per Section-III.
2. Bids duly submitted, will be opened on the date and time indicated in this document in the presence of bidders or their authorized representatives who desire to present.
3. If due date of receipt / opening of bids happens to be a closed holiday, the bids would be received and opened on the next working day.
4. REC PDCL reserves the right to postpone and/or extend the date of receipt/opening of Bids or to withdraw the Tender notice, without assigning any reason thereof. In any such cases, the bidders shall not be entitled to any form of compensation from the Company.
5. RECPDCL will scrutinize the technical bid documents submitted by the bidders and shortlist the bidders who qualify based on Eligibility Criteria, Terms and Conditions of this tender document.

OPENING AND EVALUATION OF FINANCIAL BID:

Opening of financial bids will be through online mode only.

1. Financial Bids of shortlisted bidder after stage II evaluation will be opened as per scheduled date & time in the presence of bidders or their authorized representatives who desire to be present.
2. Price Bids (Financial Bids) of Bidders whose EMDs received in original (DD or BG) within due date/time will only be opened. Rest of the Financial bids without submission of requisite EMDs in original (DD or BG) within due date/time will not be opened.
3. If due date of opening of Financial Bids happens to be a closed holiday, the bids would be received and opened on the next working day.
4. REC PDCL reserves the right to postpone and/or extend the date of receipt/opening of Financial Bids or to withdraw the tender notice, without assigning any reason thereof. In any such cases, the bidders shall not be entitled to any form of compensation from the Company.
RECPDCL also reserves right to conduct reverse auction as per Clause No. 26 of Section-V at its sole discretion, if required

4.0 COMMERCIAL TERMS, CONDITIONS & OTHER PROVISIONS

- 4.1 Bidders have to quote as per consolidated rate includes charges for script, detailed shot-by-shot storyboard (for Video-spots), location, travel outside Delhi upto 200 kilo-meters, models, anchors, shooting, editing, jingle, 2-D/3D animation/ 2D & 3D Character animation/all kinds of Graphics as required by RECPDCL , titling/sub-titling/text, music, voiceover, background effects, special effects,). Deliverables two Master Copies (both mixed and unmixed) in Digi Beta or DVC, for RECPDCL. In addition, all video-spots would be required to be submitted in suitable digital MPEG format at broadcast quality for delivery by internet.
- 4.2 Reimbursement for journey beyond 200 kms for the purpose of shooting only for maximum of 3 person per shooting: Journey could be undertaken by rail (First Class/AC-2T) or by road upto 800 kms, and by air (economy class) beyond 800 kms. The agency/producer will have to obtain prior permission of RECPDCL for undertaking such journey and should submit supporting documents i.e used tickets etc to support their claim. Local travelling expenditure to be borne by agency itself.
- 4.3 If it is found that the tax quoted is higher than the applicable tax, in that case applicable taxes will only be paid by RECPDCL and if the tax quoted is lower than the applicable tax, in that case only the quoted taxes will be paid by the RECPDCL.
- 4.4 In case of implementation of GST/New taxation policy etc. such taxes will be payable as per prevailing laws.
- 4.5 Rate quoted by the bidder shall remain firm & fixed and shall be binding on the Successful Bidder till completion of work irrespective of actual cost of execution of the project.
- 4.6 No escalation in rate quoted by the bidder will be granted on any reason whatsoever. The bidder shall not be entitled to claim any additional charges, even though it may be necessary to extend

the completion period for any reasons whatsoever.

4.7 The offer must be kept valid for a period of 180 days from the last date of bid submission. No escalation clause would be accepted. The validity can be further extended as per requirement of RECPDCL.

5.0 Payment terms:

The payment to the Bidder for the performance of the works under the contract will be made by RECPDCL as per the guidelines and conditions specified herein. The final payment will be made on completion of all the works and on fulfilment by the agency obligations under the contract subject to acceptance by RECPDCL.

The payment will be made to successful Bidder after the award of work, in the following Manner:-

- a) No advance payment shall be made
- b) 100% payment will be released on submission of final prints & deliverables subject to acceptance as per consolidated rate approved by RECPDCL.
- c) In case of travelling outstation for the purpose of shooting at various locations across India as requirement of RECPDCL, reimbursement of journey shall be payable as per approved rate of DAVP after completion of assignment and submission of deliverables subject to acceptance by RECPDCL detail as mentioned above at clause 4.2.

6.0 Earnest Money Deposit (EMD)

6.1 The Bidder shall furnish Earnest Money Deposit in original @ Rs. 25,000 (Rupees Twenty Five Thousand only) in the form of Demand Draft/ Bank Guarantee (BG) from a scheduled bank (as per Annexure-II) drawn in favour of REC Power Distribution Company Ltd. payable at New Delhi.

6.2 In case of inadequacy or non-submission of EMD amount, the tender shall be deemed to be disqualified and summarily rejected in the technical evaluation.

6.3 The initial validity of EMD shall be for a period of 180 days from the last date of bid submission. The validity of EMD shall have to be suitably extended, if necessary, as per requirement of RECPDCL, without which the tender /work order shall be rejected.

6.4 Request for adjustment of Earnest Money Deposit against any previous dues with RECPDCL will not be considered.

6.5 EMD will be refunded to the unsuccessful bidders within 30 days after finalization of the tender without any interest.

6.6 EMD of successful bidder will be returned after acceptance of work order and submission of required Performance Bank Guarantee (PBG) within 10 days from the date of LOA.

6.7 Exemption for payment of EMD amount will be given to Micro, Small & Medium Enterprises (MSMEs) registered with National Small Industries Corporation Ltd. (NSIC). However, relevant valid document/ Certificate from NSIC or Ministry of MSMEs need to be submitted without which bidders are not entitled for any kind of exemption.

6.8 The Bid Bond shall be forfeited without prejudice to the Bidder being liable for any further consequential loss or damage incurred to RECPDCL under following circumstances:

- a. Hundred percent (100%) of EMD amount, if a Bidder withdraws/revokes or cancels or unilaterally varies his bid in any manner during the period of Bid Validity specified in the tender document.
- b. Hundred percent (100%) of EMD amount, if the Successful Bidder fails to unconditionally accept LOA within 5 days from the date of its issue.
- c. Hundred percent (100%) of EMD amount, if the Successful Bidder fails to furnish the

Performance Bank Guarantee as specified in the tender document

7. Liquidated damages (LD) for delay for completion of work

7.1 The timely completion of the assignment is the essence of the contract. In the event of failure to complete the assignment within the stipulated completion period, the liquidated damages are payable by the agency at 1% (one percent) per day of delay or part thereof, of the unexecuted order value. However, the total liability of the agency under this clause shall be restricted to 10% of the contract value as awarded.

7.2 In case of continued non-satisfactory performance, RECPDCL has the right to withdraw the work & get completed the work at the risk and cost of the agency. Further the agency may be blacklisted for a period of one year or more for participating in any of the bids invited by RECPDCL. Also, RECPDCL would be free to intimate such black listing to various state/central utilities/ Ministry of Power/State Governments/other agencies not to consider the said agency for any assignment including of the same on websites.

8. PERFORMANCE BANK GUARANTEES (PBG):

8.1 Within 10 days from the date of issue of LOA, successful bidder must deposit Performance Bank Guarantee (PBG) fees @ **10%** of the total contract value to RECPDCL as per format Annexure-V with validity till completion of assigned work as per requirement of RECPDCL.

8.2 The said PBG will be refunded after the completion and submission of high quality documentary/short film, subject to completion of all work as specified in tender.

8.3 The PBG shall be forfeited as follows without prejudice to the Bidder being liable for any further consequential loss or damage incurred to RECPDCL:

- a. Hundred percent (100%) PBG amount furnished, if the Successful Bidder fails to submit high quality documentary/short film as per scope of work and to the satisfaction of RECPDCL
- b. Hundred percent (100%) PBG amount furnished, if all inclusive work are not carried out as specified in the tender document for successful submission of high quality documentary/short film to RECPDCL.
- c. In all the above cases corresponding uncompleted work shall stand cancelled.

9.0 Deviation:

The bidder must comply with the Scope of work, all terms and conditions & milestone target for execution of work as per bid document. No deviation on the lower side in this regard shall be accepted.

In case of any deviation, Bids shall be summarily rejected.

- 9.1 Bidders may be present in person or may send their authorized representative at the time of opening of bid as per schedule. No further intimation shall be given if there is no change in the schedule. It is expected that all bidder shall attend the opening of bids. However, bids shall be opened and decision shall be taken even in absence of representative if the bid opening is not attended.
- 9.2 RECPDCL reserves the right to reject any offer in full or in part. & award the work to one or more than one bidders, without assigning any reason thereof and without incurring any liability to the affected bidders for the action of REC PDCL.
- 9.3 In case it is decided to split the work to more than one agency at the lowest received rates, preference of work may be given to the agency which quoted the lowest rates in response to tender enquiry.

10. Force Majeure

The REC PDCL and Agency shall ensure due compliance with the terms of this tender/Work order. However no party shall be liable for any claim for any loss or damage whatsoever arising out of failure to carry out the terms of the tender/Work order to the extent that such a failure is due to force Majeure events which include fire, riot, strike, and lockout, forces of nature, accident, and act of God. But any party claiming the benefit of this clause shall satisfy the other party of the existence of such an event and give written notice within 72 hrs. of occurrence to the other party to this effect. The services covered under this tender/Work order shall be started as soon as the condition of force majeure ceases to exist against the particular party to this tender/Work order.

11. DISPUTES RESOLUTION & ARBITRATION

- 1 Disputes under the agreement shall be settled by mutual discussion.
- 2 However, in the event amicable resolution or settlement is not reached between the parties, the differences of disputes shall be referred to and settled by the Sole Arbitrator to be appointed by Chairman, REC PDCL.
- 3 The arbitration proceedings shall be in accordance with the prevailing Arbitration and Conciliation Act, 1996 and Laws of India as amended or enacted from time to time.
- 4 The venue of the arbitration shall be New Delhi, India.
- 5 The fee & other charges of Arbitrator shall be shared equally between the parties.
- 6 The Arbitrator will give the speaking & reasoned award. The party will not be entitled to any Pendente lite interest during arbitration proceedings.

12 Jurisdiction of Courts etc.

The Courts/any other Tribunal or Forum in Delhi/New Delhi alone shall have exclusive jurisdiction with regard to any matter/dispute relating to or arising out this contract.

13 Sub-contracting

Agencies to which work is awarded are not allowed to Sub-contract the work to any other parties either in part or full.

14 Letter of Transmittal

Letter of transmittal as per enclosed format "**Annexure-I**" to be submitted along with EMD in a sealed envelope.

15 Quantity Variation/Split of work

REC PDCL reserves the right to increase or decrease the quantity/volume of work, split of the work to Agencies or other terms and conditions at the sole discretion of the RECPDCL. Suitable Amendment/ communications shall be issued in the event of variations in the quantities/volume. It will be imperative on each bidder to fully acquaint itself of all factors/activities which would have effect on the performance of the work and its cost.

Letter for Submission of Bid

FORM-I

To,

Addl. Chief Executive Officer
RECPDCL,
1016-1023, 10th Floor, Devika
Tower,
Nehru Place, New Delhi-110019

Sub.: Engagement of Service Agency

Sir,

1. With reference to your Financial Bid No. _____dated_____ for production of Documentary/short film of RECPDCL , I wish to apply for engagement with RECPDCL .

Further, I hereby certify that-

2. I have read the provisions of the all clauses and confirm that notwithstanding anything stated elsewhere to the contrary, the stipulation of all clauses of Tender are acceptable to me and I have not taken any deviation to any clause.
3. I further confirm that any deviation to any clause of Tender found anywhere in my Bid, shall stand unconditionally withdrawn, without any cost implication whatsoever to the REC PDCL.
4. Our bid shall remain valid for period of 180 days from the last date of bid submission.

Date:

Place:

Signature:

Full Name:

Designation:

Address:

Note: In absence of above declaration/certification, the Bid is liable to be rejected and shall not be taken into account for evaluation.

Form-II

BIDDER'S GENERAL DETAILS
(To be submitted on Company's letterhead duly signed)

Production of High Quality Documentary/short film for RECPDCL
GENERAL DETAILS

No. RECPDCL/Documentary Video/2016-17/3435

dtd25.01.2017

1. THE FIRM : _____
2. Name : _____
3. Regd. Address :
 - a) Address of Office : _____

 - b) Contact Person's
 - i. Name & Design.: _____
 - ii. Address : _____

 - iii. Tel No. Landline Mobile: _____ - _____ - _____
 - iv. Email ID : _____ - _____ - _____
4. Type of Firm (Please tick): Private Ltd./ Public Ltd./ Cooperative/Partnership/Proprietor
5. PAN No. : _____
6. Service Tax Reg. No.: _____
7. E.M.D. Details : Rs. _____ DD No. _____

Name & Address of Bank: _____

Signature.....

..... Full

Name.....

Designation.....

Address.....

Financial Bid**Form-III****FINANCIAL BID***(To be submitted online)*

NIT No: RECPDCL/Documentary Video /2016-17/3435

Dated 25.01.2017

Production of High Quality Documentary/short film for RECPDCL

S No.	Description	The consolidated rate includes charges for script, detailed shot-by-shot storyboard (for Video-spots), location, travel outside Delhi upto 200 kilo-meters, models, anchors, shooting, editing, jingle, 2-D/3D animation/ 2D & 3D Character animation/all kinds of Graphics as required by RECPDCL , titling/sub-titling/text, music, voiceover, background effects, special effects, Deliverables ,Two Master Copies (both mixed and unmixed) in Digi Beta or DVC ,for RECPDCL. In addition, all video-spots would be required to be submitted in suitable digital MPEG format at broadcast quality for delivery by internet (excluding taxes) (INR)	VAT/ Sales Tax/ CST (%)	VAT/ Sales Tax/ CST Cost (INR)	Excise Duty (%)	Excise Duty Cost (INR)	Service Tax + Cess (%)	Service Tax + Cess Cost (INR)	Total charges (Inclusive of all taxes)
		E	F	G = ExF	H	I = ExH	J	K = ExJ	L = E +G + I + K
A	Production of documentary/ short								
Total Consolidate Rate (INR) inclusive of all taxes (L)									

- a) **N.B:** In addition to above consolidated rate includes charges for script, detailed shot-by-shot storyboard (for Video-spots), location, travel outside Delhi upto 200 kilo-meters, models, anchors, shooting, editing, jingle, 2-D/3D animation/ 2D & 3D Character animation/all kinds of Graphics as required by RECPDCL , titling/sub-titling/text, music, voiceover, background effects, special effects, Deliverables, Two Master Copies (both mixed and unmixed) in Digi Beta or DVC for RECPDCL . In case of travelling outstation for the purpose of shooting at various location across India as requirement of RECPDCL, reimbursement of journey shall be payable as per approved rate of DAVP after completion of assignment and submission of deliverables subject to acceptance by RECPDCL detail as mentioned above at clause 4.2

Note:

1. If it is found that the tax quoted is higher than the applicable tax, in that case applicable taxes will only be paid by RECPDCL and if the tax quoted is lower than the applicable tax, in that case only the quoted taxes will be paid by the RECPDCL.
2. In case of implementation of GST/New taxation policy etc. such taxes will be payable as per prevailing laws.
3. Bidders have to quote as per financial bid format as above indicating all taxes & duties. Financial bids will be evaluated based on total price quoted including of arranging a recognized anchor/singer for the purpose of recording the background score/ jingle as per requirement of RECPDCL and all taxes & duties. At the time of release of payment to the bidder, TDS/WCT/Labour cess will be deducted as the case may be.
4. Rate quoted by the bidder shall remain firm & fixed and shall be binding on the Successful Bidder till completion of work production of high quality documentary/short film irrespective of actual cost. No escalation will be granted on any reason whatsoever. The bidder shall not be entitled to claim any additional charges, even though it may be necessary to extend the completion period for any reasons whatsoever.
5. The offer must be kept valid for a period of 180 days from the last date of bid submission. No escalation clause would be accepted. The validity can be further extended with mutual consent.

LETTER OF TRANSMITTAL

To: [Name and address of Client]

.....

.....

.....

Dear Sir/s.

I/We, the undersigned, have examined the details given in your Request for Proposal dated [Insert Date] for making of documentary video of Various Project for RECPDCL. We accept all the terms & conditions of the bid document without any deviation and submit the Bid. We hereby certify that M/s_____ or its group companies have not been awarded any work for & shall not be a competitor to REC PDCL during contract period in case the contract is awarded.

Also, M/s _____ or its group companies is not executing or providing any type of consultancy services either directly or as a sub-contractor for the particular work for which Bid is submitted.

It is confirmed that M/s. _____ banned or blacklisted by any Govt./Pvt. Institutions in India.

Authorized Signature [In full and initials]:

Name and Title of Signatory

Name of Firm: Address:

" ANNEXURE-II"

BID BANK GUARANTEE (EARNEST MONEY)
(To be stamped in accordance with Stamp act)

This deed of Guarantee made this _____ day of _____ 2015
by _____

(Name of the Bank)

having one its branch at _____ acting through its Manager hereinafter called the "Bank") which expression shall wherever the context so requires includes its successors and permitted assigns in favour of REC Power Distribution Company Ltd., registered under the Companies Act, 1956, having its office at _____ (hereinafter called "RECPDCL") which expression shall include its successors and assigns.

WHEREAS RECPDCL has invited tender vide their Tender Notice No. _____
_____ Dated _____ to be opened
On _____ AND _____ WHEREAS M/s _____

(Name of Tenderer)

having its office at _____ (hereinafter called the "Tenderer"), has/have in response to aforesaid tender notice offered to supply/ do the job _____ as contained in the tender.

AND WHEREAS the Tender is required to furnish to RECPDCL a Bank Guarantee for a sum of Rs. _____ (Rupees _____ Only)
as Earnest Money for participation in the Tender aforesaid.

AND WHEREAS, we _____

(Name of Bank)

have at the request of the tenderer agree to give RECPDCL this as hereinafter contained.

NOW, THEREFORE, in consideration of the promises we, the undersigned, hereby covenant that, the aforesaid Tender shall remain open for acceptance by RECPDCL during the period of validity as mentioned in the Tender or any extension thereof as RECPDCL and the Tenderer may subsequently agree and if the Tenderer for any reason back out, whether expressly or impliedly, from his said Tender during the period of its validity or any extension thereof as aforesaid or fail to furnish Bank Guarantee for performance as per terms of the aforesaid Tender, we hereby undertake to pay RECPDCL, New Delhi on demand without demur to the extent of Rs. _____ Rupees _____ only).

We further agree as follows:-

1. That RECPDCL may without affecting this guarantee extend the period of validity of the said Tender or grant other indulgence to or negotiate further with the Tenderer in regard to the conditions contained in the said tender or thereby modify these conditions or add thereto any further conditions as may be mutually agreed to in between RECPDCL and the Tender AND the said Bank shall not be released from its liability under these presents by an exercise by RECPDCL of its liberty with reference to the matters aforesaid or by reason of time being given to the Tenderer or any other forbearance, act or omission on the part of the RECPDCL or any indulgence by RECPDCL to the said Tenderer or any other matter or thing whatsoever.
2. The Bank hereby waive all rights at any time in consistent with the terms of this Guarantee and the obligations of the Bank in terms thereof shall not be otherwise affected or suspended by reason of any dispute or dispute having been raised by the Tenderer (whether or not pending before any arbitrator, tribunal or court) or any denial of liability by the Tenderer stopping or preventing or purporting to stop or prevent any payment by the Bank to RECPDCL in terms thereof.
3. We the said Bank, lastly undertake not to revoke this Guarantee during its currency except with the previous consent of RECPDCL in writhing and agree that any charges in the constitution, winding up, dissolution or insolvency of the Tenderer, the said Bank shall not be discharged from their liability.

NOTWITHSTANDING anything contained above, the liability of the Bank in respect of this Guarantee is restricted to the said sum of Rs. _____ (Rupees _____ only) and this Guarantee shall remain in force till _____ unless a claim under this guarantee is filed with the bank within 30 (thirty) days from this date or the extended date, as the case may be i.e. up to _____ all rights under Guarantee shall lapse and the Bank be discharged from all liabilities hereunder.

In witness whereof the Bank has subscribed and set its name and seal here under.

Note: - The date shall be thirty (30) days after the last date for which the bid is valid.

ACCEPTANCE FORM FOR PARTICIPATION IN REVERSE AUCTION EVENT***(To be signed and stamped by the bidder)***

In a bid to make our entire procurement process more fair and transparent, RECPDCL intends to use the reverse auctions as an integral part of the entire tendering process. All the bidders who are found as technically qualified based on the tender requirements shall be eligible to participate in the reverse auction event.

The following terms and conditions are accepted by the bidder on participation in the bid event:

1. RECPDCL shall provide the user id and password to the authorized representative of the bidder. *(Authorization Letter in lieu of the same shall be submitted along with the signed and stamped Acceptance Form).*
2. RECPDCL decision to award the work would be final and binding on the supplier.
3. The bidder agrees to non-disclosure of trade information regarding the purchase, identity of RECPDCL, bid process, bid technology, bid documentation and bid details to any other party.
4. The bidder is advised to fully make aware themselves of auto bid process and ensure their participation in the event of reverse auction and failing to which RECPDCL will not be liable in any way.
5. In case of bidding through Internet medium, bidders are further advised to ensure availability of the infrastructure as required at their end to participate in the auction event. Inability to bid due to telephone line glitch, internet response issues, software or hardware hangs, power failure or any other reason shall not be the responsibility of RECPDCL.
6. In case of intranet medium, RECPDCL shall provide the infrastructure to bidders. Further, RECPDCL has sole discretion to extend or restart the auction event in case of any glitches in infrastructure observed which has restricted the bidders to submit the bids to ensure fair & transparent competitive bidding. In case an auction event is restarted, the best bid as already available in the system shall become the basis for determining start price of the new auction.
7. In case the bidder fails to participate in the auction event due any reason whatsoever, it shall be presumed that the bidder has no further discounts to offer and the initial bid as submitted by the bidder as a part of the tender shall be considered as the bidder's final no regret offer. Any offline price bids received from a bidder in lieu of non-participation in the auction event shall be out rightly rejected by RECPDCL.
8. The bidder shall be prepared with competitive price quotes on the day of the bidding event.
9. The prices as quoted by the bidder during the auction event shall be inclusive of all the applicable taxes, duties and levies and shall be FOR at site.
10. The prices submitted by a bidder during the auction event shall be binding on the bidder.
11. No requests for time extension of the auction event shall be considered by RECPDCL.
12. The original price bids of the bidders shall be reduced on pro-rata basis against each line item based on the final all-inclusive prices offered during conclusion of the auction event for arriving at Contract amount.

Signature & Seal of the Bidder
(Authorized Signatory)

UNDERTAKING TOWARDS NOT BEING BLACK-LISTED

I, _____ Authorized Signatory of M/s _____ hereby give undertaking that we, as a company are not black-listed by any Central/ State Government/ Semi- Government Organization/ Public Sector Undertaking/ Private Institution in India.

Further, if information furnished above stands false at any stage, we shall be completely liable for actions taken by RECPDCL as per terms & conditions of the tender including disqualification and exclusion from future contracts/assignments.

(Signature of Authorized Signatory) Name*:

Designation*:

Seal:

PERFORMANCE BANK GUARANTEE (PBG) FORMAT

M/s REC Power Distribution Company Ltd.,
 Core-4, Scope Complex, Lodhi Road,
 New Delhi — 110003 (INDIA)
 (With due stamp duty if applicable)

OUR LETTER OF GUARANTEE NO.: _____

In consideration of REC Power Distribution Company Ltd., having its office at _____
 _____ (hereinafter referred
 to as "RECPDCL" which expression shall unless repugnant to the content or meaning thereof include all its
 successors, administrators and executors) and having issued Work Order No.
 _____ dated _____ with/on
 M/s _____ (hereinafter referred to as "The Agency" which
 expression unless repugnant to the content or meaning thereof, shall include all the successors,
 administrators, and executors).

WHEREAS the Agency having unequivocally accepted to perform the services as per terms and conditions
 given in the BID/Work Order No. _____ dated
 _____ and RECPDCL having agreed that the Agency shall furnish to RECPDCL a Performance
 Guarantee for the faithful performance of the entire period of empanelment, of the value of
 ₹ _____.

We, _____ ("The Bank") which shall include
 OUR successors, administrators and executors herewith establish an irrevocable Letter of Guarantee No.
 _____ in your favor for account of _____
 _____ (The Agency) in cover of performance guarantee in accordance
 with the terms and conditions of the Empanelment Order.

Hereby, we undertake to pay up to but not exceeding _____ (say _____
 _____ only) upon receipt by us of your first written demand
 accompanied by your declaration stating that the amount claimed is due by reason of the Agency having
 failed to perform the BID/Work Order and despite any contestation on the part of above named-agency.

This letter of Guarantee will expire on _____ including 90 days of claim period and
 any claims made hereunder must be received by us on or before expiry date after which date this Letter
 of Guarantee will become of no effect whatsoever whether returned to us or not.

 Authorized signature
 Chief Manager/ Manager
 Seal of Bank