

04 June, 2015

To,

M/s .....

**Sub: Inviting Tenders/Quotations to make a film titled “Early Grade Reading”**

Sealed Tenders are invited from reputed Film Production Companies/Agencies to video document and make a film on early literacy. The technical specifications requirements for the work are listed below:

- a) **Video Camera Kit:** Canon 5D or above with at least 2 interchangeable lenses accompanied with a trained cameraman.
- b) **Sound Recording and Lighting Setup:** Professional sound recording suite and standard lighting instruments for field as well as indoor shoot with at least one assistant.
- c) **Post-production NLE Studio:** Professional Editing studio (FCP) for editing the recorded footage by a trained video editor. The agency is required to do editing of around 45 hours of raw footages to make a film of around 20 minutes.
- d) **Shoot:** Video documentation of classrooms and interviews with field experts for 32-35 hours which will be carried out over 10 days. In the 10 days of video documentation, 2 days of travel to either Rajasthan or Maharashtra is included.
- e) **Travel:** Cost of travel to the particular state, local site, food, and stay will be taken care of by CECED, AUD as per CECED policies. Travel within Delhi to video document will be borne by the agency.
- f) The finished film must include voice over, music, subtitles, etc.
- g) First cut of the film must be ready by June 20, 2015.
- h) 100 DVDs of the film must be delivered to CECED on completion of the final version along with the printed cover.

**You are requested to submit the Performa invoice/quotation for the above items in the form of the separate technical and financial bids describing the detailed technical specifications, budgetary specifications, payment installment schedule as well as the terms and conditions of after- sales services on or before 10 June, 2015 to the undersigned.**

-Sd-

Prof. Venita Kaul  
Director,  
CECED, Ambedkar University, Delhi - 110006  
Email: ceced.aud@gmail.com

### **TERMS of REFERENCE (ToR) OF CONTRACT FOR SUBMISSION OF TENDER/QUOTATION**

1. Sealed Tenders should be clearly super scribed as “**Quotation for Technical Assistance in Film Production**”.
2. Late receipt of bids (i.e. after due date and time) will not be considered.
3. Rates must be quoted in figures & words in INR with all levies and taxes.
4. Each page of the tender document should be signed by the tenderer and duly stamped.
5. Special discount/rebate admissible to Education Institution/ University may be specifically indicated in the quotation.
6. The bidder shall submit the tender document with seal and signature on each page within the stipulated period as token of acceptance of terms & conditions. Tender documents in any other form and not completed in all respect shall be summarily rejected.
7. CECED, AUD reserves the right to reject any or all tender (s) without assigning any reason. The decision of AUD in this regard shall be final. No enquiries in this regard shall be entertained. Correspondence during tendering process may invite disqualification.
8. **Payment Terms:** 100% of contract value will be paid through cheque on successful completion of work.
9. **Earnest Money Deposit:** A fixed amount of Rs. 10,000/- (Rupees Ten Thousand only) in the form of crossed demand draft drawn in favour of Registrar, Ambedkar University Delhi will have to be deposited by the Agency as EMD with the tender application. The EMD will be returned after completion of the tender process. No

interest shall accrue on this amount. Tenders received without prescribed Earnest Money shall not be considered.

10. **Performance Guarantee Deposit:** The successful bidder shall be required to deposit a sum equivalent to 10% (Ten per cent) of the total contract value before commencement of work in the form of Bank demand draft drawn in favour of Registrar, Ambedkar University Delhi payable at New Delhi. No interest shall accrue on this amount. In case of agency failing to submit the **Performance Guarantee Deposit**, the contract will be declined.
11. All the footages, and other material shared must remain confidential and must not be distributed further without seeking CECED's prior written permission.
12. No footage or any other material should be used without the consent of the CECED concerned Officer.
13. The Company/Agency must take into account any feedback/suggestions/comments provided by CECED, AUD.
14. The full and final settlement will be released only after the satisfactory submission of the work.
15. **Penalty Clause:** In case of incomplete /unsatisfactory/partial work submission, the agency will have to bear a penalty of **Rs. 100,000** (One Lac only) unless the work settlement is mutually agreed upon.
16. The Company/Agency should be a registered Company and should have a bank account in the name of the Company/Agency.
17. The Company/Agency will have to fill a format with required details (Annexure 1) and submit along with Financial & Technical proposal.

**Details of Company**(To be filled and printed on Company's Letter Head)

Company Name

Registered Company Name

Office Address

Registered Company Address

Name of Director

Contact Number

Fax

Email ID

TIN Number

PAN Number

Cheque to be made in the  
Name of (Company Name)

Account Number

Bank Name

Bank Branch/Address

Bank IFSC

**DECLARATION**

I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief and I undertake to inform you of any changes therein, immediately. In case any of the above information is found to be false or untrue or misleading or misrepresenting, I am aware that I may be held liable for it.

Place:

Date:

Signature of Director