

SUBJECT:- E-BID NOTICE FOR HIRE OF AGENCY FOR MAKING FILMS THROUGH CONDUCTING WORKSHOPS ON FILM MAKING BY CHILDREN ON SWACHHTA ACTION PLAN (SAP) 2018-19.

Introduction:

Children's Film Society, India (CFSI) is an Autonomous Body under the administrative control of the Ministry of Information & Broadcasting; Govt. of India. CFSI provides value-based entertainment for children and also fulfils their psychological and educational needs through the medium of films.

One of the objectives of CFSI is to create a children's film movement by duly conducting eight workshops on "**Film Making on Swachhata**" by children. It would be able to express their views creatively which is also a better way of communication. Social issues and their solutions seen through eye of a child are best expressed through the medium of films. The outcome of each workshop will be upto 20 minutes short film on Swachh Bharat Mission will be made by only children. The subjects of these films in synopsis and treatment note format would be required to be approved by CFSI. The mentoring of the children including providing of equipment and infrastructure for film making, censor certificate till the final deliverable on .mov format would be required to be executed by the selected agency. This activity is being planned in the **State of Odisha**. These films would be screened in schools for children across the country besides participating in the competition section of the National / International Children's Film Festival/s organised by CFSI.

Detailed Scope of Work related to Eight Workshops on film making on Swachhata - 2018:

A. The Agency / NGO / Trust will select 4 districts of Odisha and hold screenings of CFSI films for 40 children approximately per School in eight schools (i.e. every District 2 Schools). From these schools the agency / NGO/Trust and the School will jointly **select 6 children** equal representation for boys and girls for each workshop. Through the workshops the film would be made by children. The detail report with children participated, number of shows conducted, with adequate publicity, of the screening. There will be impact evaluation report after the screenings, conduct of workshops, making of films by children in the these schools and required to be submitted in the detail report to CFSI. The impact evaluation report would involve both qualitative and quantitative methods of survey and report.

B. 6 children in the age group of 7 to 16 for each film making workshop will be selected from a group of 40 children attending by the agency from one school.

C. Total 8 workshops to be conducted and 8 films on Swachhta to be made by children.

D. The children will express their aspirations and anxieties about the issues surrounding Water, Sanitation and Gender through these 8 films on Swachhta.

- E. Initially basic concepts of the themes for each film proposed, their location stills need to be submitted by the NGOs/ Trust/ School after interacting with children for creative approval by CFSI.
- F. Film/s made by children should be submitted in DVD/Pendrive with English Subtitles format for its approval by CFSI.
- G. NGOs/ Trust/ School need to submit final material in the following way on approval.
- a. DVD with EST, synopsis, script as per the approved film, song lyrics and cast & credit for certification of the film by CBFC Mumbai
 - b. mov file in Apple Pro res . in 4:2:2 format 1920 X1080 with English Subtitles
 - c. Only “background music” and effects (without any dialogues), if scored for the film in wav.file
 - d. Publicity Material – English Subtitles text in SRT files, Film Stills, Working Stills and Poster design in soft copies
- H. The 8 films need to be submitted duly certified by CBFC, Mumbai in .mov files along with 1 DVD copy of each film enclosing synopsis, script, song lyrics and copyright of song if any of individual films.
- I. The final material of the films in the form of DVD has to be received and approved by CFSI before release of any payment.
- J. Due credit only to the children and CFSI acknowledging Swachha Bharat Mission to be given in the film.
- K. Activity of screening CFSI films, conducting workshops & making of films on Swachhta by children till final censor certificate and delivery of material to be conducted during the period from 1ST December 2018 to 31st January 2019.
- L. Arrange sign Language Interpreter for Workshop and screenings in schools.
- M. Total Budget for the tender is Rs. 10,00,000/-.(Inclusive of All Taxes)

Accordingly, CFSI invites bids from agencies for the work of **FOR MAKING 8 FILMS BY CHILDREN ON SWACHHATA THROUGH 8 WORKSHOPS ON FILM MAKING – 2018** as detailed below:

The Chief Executive Officer, Children’s Film Society, India, An Autonomous body under Ministry of Information and Broadcasting, Government of India, 8th Floor, Phase I, 24, Dr. G. Deshmukh Marg, Films Division Complex, Mumbai – 400 026 invites E-Bids from reputed firms/agencies in two bid system i.e. Technical and Financial Bid for **HIRE OF AGENCY FOR MAKING 8 FILMS BY CHILDREN ON SWACHHATA THROUGH WORKSHOPS ON FILM MAKING – 2018 (WSA)** for Children’s Film Society, India. The bids are to be uploaded on-line at NIC portal <https://eprocure.gov.in/epublish/app>.

Chapter-I – Instructions to bidder :

1. While the above requirements have been worked out taking into consideration various Workshops planned so far, WSA should be in a position to cater to any change in requirement and the proposal should be worked out accordingly.
2. All the personnel deployed should be well versed with their duties, responsibilities and conversant in Hindi, English and Local Language i.e. Oriya.
3. WSA will provide the venue. The décor, stage décor, sound and lighting equipment as required for the film making workshop.
4. Vehicles if required will be arranged by WSA for their team and for the children.
5. Accommodation will be arranged by WSA for their team.
6. No advance payment will be made under any circumstances.

7. The NGOs/Agency interested to give services for WSA as mentioned in **Annexure-I** can consult Mr. Rajesh Gohil, Accounts Officer and Administrative Officer (Additional Charge) (022-23521120) for clarification/specification on any working days viz. Monday to Friday from 11.00 am to 5.00 pm (except holidays) in the office of Children's Film Society, India, 8th Floor, Phase I, 24, Dr. G. Deshmukh Marg, Films Division Complex, Mumbai – 400 026. The details of this bid notice including specifications of the services required etc. are available on the official website of Central Public Procurement Portal i.e. <https://eprocure.gov.in/epublish/app>
8. Possession of valid Digital Signature Certificate (DSC) of the bidders is prerequisite for e-tendering. DSC (APPLICABLE TO Class-II/Class-III with signing key usage) issued by sify /TCS/ nCode / eMudra or any other certifying authority recognised by the controller of certifying authority (CCA) India on e-Token / Smart card are valid for e-Tendering.
9. The bidder has to upload the following documents in PDF format
 1. Scanned copy of online EMD transfer.
 2. Scanned copy of Presentation of the design.
 3. Scanned copy of Company Profile , Registration with client list
 4. Scanned copy of all annexures in the Technical Bid
 5. Scanned copy of all documents pertaining to in the Financial Bid, if any
 6. Scanned copy of GST registration Certificate
 7. Scanned copy of PAN Registration
 8. Scanned copy of any other related Pamphlets/Brochure/credentials of the previous work done.

All the above documents should be self attested by an authorised signatory of the bidder and should be on the letter head of the bidder. All the above items should be placed in the cover superscribed "**HIRE OF AGENCY FOR MAKING 8 FILMS BY CHILDREN ON SWACHHATA THROUGH WORKSHOPS ON FILM MAKING – 2018**". may be required to be submitted at the time before the signing of contract.

10. The bidder must enclose an **Earnest Money Deposit** of **Rs. 30,000/- (Rs. Thirty Thousand Only)** in the form of online payment as per the bank details provided below for a period of 45 days beyond the final bid validity period. Online payment of the EMD should reach the Chief Executive Officer, Children's Film Society, India, Mumbai before bid opening date otherwise the bid will be rejected. The final bid validity period should be 45 days from the date of opening of the bid.

Bank Details of CFSI

Name of Organisation : Children's Film Society, India

Name of the Bank : Dena Bank

Branch : Pedder Road

Branch Address : 2/19, Shanti, 22, Anjuman Mansion, Pedder Road, Mumbai
400026

A/C No. : 010110023836

IFSC : BKDN0450101

MICR: 400018041

11. The proprietary/companies/firms dealing in providing of the said services of Film Making Workshops may only apply and as per specification of such details mentioned in the **Annexure-I** of the tender document. The last date for uploading the tender in the NIC portal is **05.11.2018 upto 13.00 Hrs.** Interested bidders who need clarifications/other details about the service to be provided as Film Making Workshop Agency, a pre bid meeting is scheduled on **23.10.2018 at 11.30 am, Mumbai office.**
12. The Bid without online Earnest Money deposit submission will not be considered.
13. The Earnest Money Deposit may be forfeited by Children's Film Society, India in the following Workshops:
 - i. If bid is withdrawn during validity period or any extension thereon.
 - ii. If bid is varied or modified in a manner not acceptable to this organization during the validity period or any extension thereof.
 - iii. If a bidder whose bid has been accepted but fails to furnish the online performance security deposit within 30 days of acceptance of bid.
14. The Earnest Money Deposit of unsuccessful bidders will be returned on finalization of bid. The Earnest Money of successful bidder will be returned on receipt of online performance security deposit of 8 per cent of the bid amount in the bank details mentioned in point no.10 above.
15. All applicable taxes/duties, GST, if any may be mentioned separately. If these details are not indicated, it will be assumed that the rate is inclusive of all the taxes..
16. All bidders are requested to attend the pre bid meeting to be held on **23rd October, 2018 at 11:30 a.m.** at CFSI office, Mumbai wherein all the queries of the bidders would be clarified.
17. At the first instance the Technical bids will be opened by the Department and the same will be evaluated by the Competent Committee or Authority. The bidder may be required to arrange a demonstration/presentation of the Workshops offered. At the second stage, Financial bids of only the technically acceptable offers will be opened for evaluation and ranking before awarding the contract.
18. The Earnest Money Deposit of unsuccessful bidders will be returned online on finalization of bid. All bidders are requested to submit an Application cum Bill in the attached format (G.A.R 43) for refund of deposit. The Earnest Money of successful bidder will be returned on receipt of performance security deposit/bank guarantee of 8 per cent of the bid amount.

19. The successful bidder will furnish a **Performance Security Deposit at the rate of 8% of the value of the total Financial Bid amount** in the form of online RTGS/NEFT in favour of "**Children's Film Society, India**", payable at Mumbai within 7 days of the awarding of contract. The Performance Security Deposit will be given by (WSA) in the name of Children's Film Society, India, and will be with Children's Film Society, India till the Workshops are executed as per the contract satisfactorily only after satisfactory providing of services. Performance Security will remain valid & released after a period of 60 days beyond the date of completion of all contractual obligations.

Chapter-II – Terms and Conditions:

1. The Proprietary Firm/Company/Organization should be registered
2. The WSA should have full-fledged establishment/office preferably based in Mumbai with facilities like telephone, computers, printers, fax, email facilities and software like MS Office etc.
3. The WSA should have been established at least on or before 1.1.2015 (i.e. a minimum of 3 years).
4. WSA should have work experience with Government establishments for similar activities.
5. WSA should forward the Income Tax return for the last three years with a value turnover of over of 10 lakhs for any of the past three years or combined of three years.
6. The successful bidder will be required to supply the final films during the period from 1st December, 2018 to 31st January, 2019. On receipt of awarding of the contract failure to deliver in given timelines may attract a penalty of 2% of the order value.
7. There shall be no negotiations in general. Even in exceptional circumstances, negotiations will be carried out only with the lowest evaluated responsive bidder as suggested by the evaluation committee in their report.
8. The final film shall consist of only static LOGO of CFSI as Producer and NGO.
9. The bidder shall submit daily activities report to CFSI, every fortnight, failing which tender may be cancelled.
10. All Copy rights shall be vested with CFSI being a Producer.
11. **Payment Terms :**
 - i) The first instalment of 40% payment will be released within 7 days after receipt of a report of all CFSI film screenings in all 4 districts and selection of children for workshops ,duly certified by School/NGO/Trust related to them. The bidder shall submit proper Tax invoice. The bidder shall submit proper Tax invoice with Utilisation Certificate (U.C) duly certified by Chartered Accountant .
 - ii) The second instalment of 40% payment of tender amount will be released on submission of organising 8 workshops and submission of synopsis, scripts, song lyrics and copyright of song if any of individual films after creative approval by CFSI in writing. The bidder shall submit proper Tax invoice with Utilisation Certificate (U.C) duly certified by Chartered Accountant .

- iii) The final balance 20 % to be released on receiving the well bound FINAL report with colour photos, list of mentors, cast and crew only in report in all respect i.e the 8 films need to be submitted duly certified by CBFC in .mov files along with 1 DVD copy of each film enclosing synopsis, script, song lyrics and copyright of song if any of individual films. The final material of the films in the form of DVD has to be received and approved by CFSI before release of payment. Due credit only to the children associated with the film and CFSI acknowledging Swachha Bharat Mission to be given in the film. The final payment within 7 days on submission of proper invoice with supporting documents. From the planning for screening till final film delivery have to be organized as per the schedule finalized & approved by Children's Film Society, India at the location selected in Odisha. The workshops/materials have to be delivered/installed/executed at the locations selected in Odisha and prices should be inclusive of the same. The bidder shall submit proper Tax invoice with Utilisation Certificate (U.C) duly certified by Chartered Accountant.
- iv) The successful bidder has to implement the workshops in a professional manner befitting the Stature of CFSI.
- v) Right to accept, reject the entire Bid or any part thereof without assigning any reason rests with the Chief Executive Officer, Children's Film Society, India, Mumbai and his decision in this regard is final and binding.
- vi) Applicable taxes will be deducted from the bill at source as per Government orders.
- vii) Any disputes arising out of the bid notice, process and finalization of this bid shall be subject to jurisdiction of the High Court of Mumbai.

Chapter-III - Schedules of requirement :

1. The Workshops are to be organized as per the schedule enclosed and implemented at the locations in the 4 Districts of Odisha and prices should be inclusive of all incidentals and transportations etc.
2. The successful bidder will be required to organise the Workshops and supply deliverables at the locations in the 4 Districts of Odisha immediately on awarding of contract.
3. For making the payment, the successful bidder has to submit the tax invoice/bill in triplicate and the online payment will be made through ECS/NEFT/RTGS etc. only. Please provide details of your bank account.

The event date schedule :

Item Description	Date
Availability of RFP Document at https://eprocure.gov.in/epublish/app.Website	16 th October 2018
Pre-Bid Meeting at Mumbai Office.	23 rd October 2018, 11.30 hrs
Last date and time for online submission of completed RFP document	5 th November 2018 ,13.00 hrs
Opening of online Technical Bid, evaluation including presentation and short listing for financial bid	6 th November 2018, 15.30 hrs
Opening of online Financial Bid	8 th November 2018, 1430 hrs
Awarding of online contract	15 th November 2018
Submission of hard copy documents	16 th November 2018

Chapter-IV – Specifications and allied Technical Bid.

1. As in Annexure-I.

Chapter- V – Price Schedule Financial bid.

1. As in Annexure – II, As per BOQ

Yours faithfully,

(N.N.KULKARNI)
Assistant Administrative Officer
for Chief Executive Officer

Encls. : As above.

Format for Technical Bid

**FOR MAKING 8 FILMS BY CHILDREN ON SWACHHATA THROUGH 8 WORKSHOPS
ON FILM MAKING - 2018**

Workshops:

The WSA will organize and execute the workshops at the proposed venues in the 8 schools identified in 4 Districts of Odisha (2 Schools per District). Infrastructure /sound light/stage and other logistical support to be provided by WSA. In case additional items are required then the same shall be specified and accounted for in the financial quote in writing with the approval of CEO, CFSI.

The speakers for the workshops and the school children participating in the workshops and the event would be proposed and coordinated by the WSA with the prior approval of CEO, CFSI. The stage shall be provided with adequate backdrop and design parameters as approved by Schools .

Sr.No	Workshops (PLEASE QUOTE SEPERATELY FOR EVERY WORKSHOP I.E. 2 SCHOOLS PER DISTRICT COVERING 4 SEPARATE DISTRICTS OF ODISHA	Details with Manpower, Planning, Process flow etc. conveying all minute details.
1	Programme of 8 Workshops their topics and speakers. (Please quote separately for each topic & speaker) The topics/subjects for the workshops would be as per the children who will express their aspirations and anxieties about the issues surrounding Water, Sanitation and Gender through these 8 films on Swachhta.	
2	Venue a. Screening of CFSI films to approximately 40-50 children in the school auditorium/hall. b. Selection of 6 Children (3 Girls & 3 Boys) c. Publicity of the workshop d. Equipment used	
3	Invite 8 mentors and their team quote separate Fees with their individual names & details. Stay, transport etc. to be borne by WSA)	
4	Manpower Volunteers & Ushers, Hostess, security personnel, technical personnel. Sign Language Interpreter for Workshop and screenings in schools	
5	Equipment like Public address system, Slides projector, Camera, any other equipment.	

ANNUAL TURNOVER FROM WSA RELATED TO FILM MAKING WORKSHOPS

Sr. NO	NAME OF THE AGENCY (WSA)	2015-16	2016-17	2017-18

footnote:

1. The above statement should be signed by a practicing chartered accountant, by affixing his seal and on his letterhead. (Scanned copy to be submitted online, CFSI may ask to procure the original later on)

2. The WSA shall also submit the notarized copies of the audit reports and balance sheets (final/provisional) for the corresponding financial years. (Scanned copy to be submitted online, CFSI may ask to procure the original later on)

Name : _____

Designation : _____

EXPERIENCE TO WORKSHOPS ON FILM MAKING

SR. NO	NATIONAL/ WORKSHOP ON PREFERABLY CHILDREN DETAILS	INTERNATIONAL FILM MAKING	DATE	PLACE	SUPPORTING DOCUMENT ENCLOSED

FOOTNOTE

1. Separate tables may be provided for the national and international Workshops.

2. For the purpose of marking, only those Workshops, managed by the WSA for the past three financial years, will be considered which are supported by documentary evidence like copies of agreements, work orders, letters of intent, completion certificates, etc. The documents should be duly notarized and submitted along with the above proforma.

Name : _____

Designation : _____

Signature of authorized signatory

Annexure - II

Format for Financial Bid

FOR MAKING 8 FILMS BY CHILDREN ON SWACHHATA THROUGH 8 WORKSHOPS ON FILM MAKING - 2018

Sr.No	Workshops (PLEASE QUOTE SEPERATELY FOR EVERY WORKSHOP I.E. 2 SCHOOLS PER DISTRICT COVERING 4 SEPARATE DISTRICTS OF ODISHA	Cost in Indian Rupees including GST and applicable taxes.
1	Programme of 8 Workshops their topics and speakers. (Please quote separately for each topic & speaker) The topics/subjects for the workshops would be as per the children who will express their aspirations and anxieties about the issues surrounding Water, Sanitation and Gender through these 8 films on Swachhta.	
2	Venue a. Screening of CFSI films to approximately 40-50 children in the school auditorium/hall. b. Selection of 6 Children (3 Girls & 3 Boys) c. Publicity of the workshop d. Equipment used	
3	Invite 8 mentors and their team quote separate Fees with their individual names & details. Stay, transport etc. to be borne by WSA)	
4	Manpower Volunteers & Ushers, Hostess, security personnel, technical personnel. Sign Language Interpreter for Workshop and screenings in schools	
5	Equipment like Public address system, Slides projector, Camera, any other equipment.	



E - TENDER NOTICE

CHILDREN'S FILM SOCIETY, INDIA

8TH FLOOR, PHASE I BLDG, 24 DR. G. DESHMUKH MARG, MUMBAI- 400 026

File No. Admin/CR/2008/02/CR-322/CFSI

Dated: 16.10.2018

On behalf of the CHIEF EXECUTIVE OFFICER, CHILDREN'S FILM SOCIETY, INDIA invites e-procurement tender under Two Bids System i.e. Technical Bid & Financial Bid for :

“Procurement of Services for making 8 films by children on Swachhata through 8 workshops on Film Making – 2018”

The details given in the schedule of this Tender Enquiry:-

Earnest Money Deposit: Rs. 30,000/-

CRITICAL DATE SHEET:

Item Description	Date
Availability of RFP Document at https://eprocure.gov.in/epublish/app.Website	16 th October 2018
Pre-Bid Meeting at Mumbai Office	23 rd October 2018, 11.30 hrs
Last date and time for online submission of completed RFP document	5 th November 2018 ,13.00 hrs
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Opening of online Financial Bid	8 th November 2018, 1430 hrs
Awarding of online contract	15 th November 2018
Submission of hard copy documents	16 th November 2018

NOTE:-

1. The complete Tender Document can be downloaded from <http://eprocure.gov.in/eprocure/> any change modification in the tender enquiry will be intimated through above website only.
2. Bidder are therefore, requested to visit this website regularly to keep themselves updated.
3. Bidders must submit their bids online through <http://eprocure.gov.in> portal.
4. For submission of e-bids, bidders are required to get themselves registered with <http://eprocure.gov.in/eprocure/app> in website along with class II/class-III digital signature certificates issued by CCA under IT Act-2003.
5. All documents (except BOQ) submitted by the Tenderers should be legible and in PDF format. Otherwise, it is liable to be rejected.
6. The tenderer should meet all the requirements as mentioned in the tender document floated in <http://eprocure.gov.in>

G.A.R. 43

[See Rule 186 (1)]

APPLICATION-CUM-BILL FOR REFUND OF DEPOSIT

Month

Bill No.

Original Challan or Receipt No. & Date	Bank / Office in which deposited	Name Of Depositor	Amount originally deposited
1	2	3	4

Received this..... day of20..... the sum
of Rupees Being repayable on account release of deposit described above.

Claimant's Signature

(with revenue stamp affixed

Wherever necessary)

FOR USE IN DEPARTMENTAL OFFICE

1. Received payment of Rs (Rupees) for arranging disbursement to claimant(s).
2. Passed for payment of Rs(Rupees) to claimant(s) Shri / Smt. against personal deposit account administered by me.

Judge/Magistrate or other Officer