

TENDER NOTICE BY E-PROCUREMENT FOR SERVICES OF MAINTENANCE AND UPDATION OF CFSI WEBSITE IN BILINGUAL (HINDI & ENGLISH).

Children's Film Society, India (CFSI) is an autonomous body under the administrative control of the Ministry of Information & Broadcasting; Govt. of India located at 8TH FLOOR FILMS DIVISION COMPLEX, PHASE 1 BLG, 24 DR. G. DESHMUKH MARG, MUMBAI- 400 026 (TELE NO. 022- 23516136).

On behalf of the Chief Executive Officer invites tender by E-procurement under Two Bids System i.e. Technical Bid & Financial Bid for : "E-Procurement for Maintenance and updation of CFSI website for Children's Film Society, India (CFSI) , Mumbai."

The website needs to be maintained and hosted in bilingual as available online at the following address www.cfsindia.org . All the existing features presently online need to be maintained with regular updates as and when requested by CFSI.

The website has links to the social media accounts of CFSI. Besides it has festival website developed earlier which also needs to be maintained. The website has option of ONLINE FILM PRODUCTION PROPOSAL SUBMISSION, ENTRY FORM FOR FILM FESTIVAL, ONLINE DELEGATE REGISTRATION, LITTLE DIRECTOR FORM needs integrated with the website and having corresponding reports and data base maintained. The payment gateway is also linked to the website and needs to be maintained in coordination with the Bank.

The details are given in the schedule and appendices of this Tender Enquiry.

The bidder shall submit bid security also known as Earnest Money deposit of Rs. 15,000/- to be paid online.

CRITICAL DATE SHEET:

Event	Date
Availability of RFP Document at https://eprocure.gov.in/eprocure/app Website	13th August, 2020, Thursday 1000 hrs
Last date and time for online submission of completed RFP document	3rd September, 2020,Thursday,1200 hrs
Opening of online Technical Bid, evaluation and short listing for financial bid	4th September, 2020,Friday 1230 hrs
Opening of online Financial Bid	9th September 2020,Wednesday,1100 hrs
Awarding of online contract	14th September 2020, Monday 1100 hrs
Submission of hard copy documents	15th September 2020,Tuesday 1100 hrs

NOTE:-

- CFSI invites e-bids from reputed firms/suppliers in two bid system i.e. Technical and Financial Bid from agencies/firms for services of maintenance and updation of CFSI website.
- The complete bid Document will be available and may be downloaded from CENTRAL PUBLIC PROCUREMENT PORTAL (<https://eprocure.gov.in/eprocure/app>)
- Any Change/ modification in the bid enquiry will be intimated through CENTRAL PUBLIC PROCUREMENT PORTAL (<https://eprocure.gov.in/eprocure/app>) only.
- Bidders must submit their bids online only through CENTRAL PUBLIC PROCUREMENT PORTAL (<https://eprocure.gov.in/eprocure/app>)

5. For submission of e-bids, bidders are required to get themselves registered with CENTRAL PUBLIC PROCUREMENT PORTAL (<https://eprocure.gov.in/eprocure/app>) in website along with class II/class-III digital signature certificates issued by CCA under IT Act- 2003.
6. Bidder are therefore, requested to visit CFSI's website (<https://www.cfsindia.org>) regularly to keep themselves updated.
7. All documents except BOQ submitted by the bidders should be in legible PDF format.
8. The bidder should meet all the requirements as mentioned in the bid document floated in (<https://eprocure.gov.in/eprocure/app>)
9. The rates which is to be finalized and accepted should be operative up to **Three years** from the date of acceptance of award of contract, You may therefore, quote your rates in the BOQ as fixed for **Three years** including GST . Any change in the GST after issue of notification by the Government the same will be revised on actual basis in the invoices raised to CFSI.
10. The detailed specifications of the backend technical requirements are as follows.
 - I. The website needs to be maintained and updated in bilingual - Hindi & English for which matter for both (Hindi and English) will be provided by CFSI.
 - II. For webhosting space of 10 GB, with a 100 GB bandwidth, 10 db, 10 ftp cpanel etc. is required.
 - III. Programming of Online Film Production Proposal submission form.
 - IV. Programming and designing various online entry forms related to to ICFFI & NCFE like Information / Rules and Regulations / – For Adult Directors and Little Directors and Delegate registration form / Jury registration form / Adult Delegates and Child Delegates forms etc. including other forms, with feature of attaching documents in multiple formats for collection of data.
 - V. Submitted online data shall be available and accessible to CFSI in backend.
 - VI. CFSI is developing its website with facilities of e-commerce online viewing room for its films wherein viewers can enjoy CFSI films by paying rent/charges through payment gateway. CFSI Films stored on Vimeo Accounts will be embed of CFSI website and Viewer can view the films by paying the fixed rent using CFSI payment gateway with SBI.
The upgraded viewing room need to be maintained and updated whenever required.
 - VII. Payment Gateway integration existing with Bank needs to be continued.
 - VIII. During the period of International/National Children's Film Festival of CFSI, updates would be required to be uploaded on priority as and when communicated by CFSI.
 - IX. Daily updates are required to be done in bilingual within one day of communication from CFSI.
 - X. Micro website for International/National Children's Film Festival of CFSI needs to be programmed and maintained.
 - XI. The agency will look after the work related to infringement rights of illegal upload on Youtube.
 - XII. Guidelines for Indian Government Websites (GIGW) is to be followed (released in February, 2009 and included in the Central Secretariat Manual of Office Procedures (CSMOP) by Department of Administrative Reforms and Public Grievances, Ministry of Personnel, Public Grievances and Pension.
 - XIII. Standardization Testing and Quality Certification (STQC) is to be obtained and provided to CFSI.
 - XIV. On behalf of CFSI, Bidder will pay all online payments, specially online services required for CFSI social media & website and digital platforms like Vimeo, Gmail, other festival participation entry fees (Generation Bernalinale, Cannes, MIFCOM, etc), which will be reimbursed by CFSI on submitting payment receipt and valid bill.
 - XV. For the pre and post promotion of CFSI's marketing activities (Theatrical and Non-theatrical shows pan India), creatives will be designed by bidder and submit for duly approved of CFSI before publishing/ posting on CFSI films for website and CFSI's social media.
 - XVI. Pre – event promotion of all the marketing activities i.e. theatrical and non-theatrical shows pan India and update in real-time during event on website and all social media platforms simultaneously.

XVII. Social Media optimization for CFSI social platforms viz Facebook page, Twitter, Instagram, LinkedIn Youtube, Blog (CEO/Festival Director's desk) etc.

- ✓ Create social media strategy for the branding
- ✓ Increase Likes/ Followers to Page and Profile
- ✓ Identify target audience
- ✓ Divert traffic to our website
- ✓ Increase brand awareness
- ✓ Boost brand engagement
- ✓ Creating a brand identity and positive brand value
- ✓ Expand reach
- ✓ Create / Improve communication, engage and inspire target audience and interaction with target audiences
- ✓ The content should include images, videos, infographics, how-to guides and much more.
- ✓ Boost Post (New Launching, Important Events etc.)
- ✓ Generate new leads
- ✓ Run cross-channel campaigns.
- ✓ Run contest for promotion of CFSI events.
- ✓ Create unique shareable and memorable content coupled with relevant hashtags and taggings.
- ✓ Track the correct data to pinpoint areas for improvisation.
- ✓ Grow revenue (by increasing signups/subscribers/views) on the content specially on YouTube and CFSI viewing room.
- ✓ Write-up for event related content for CEO's desk/Blog on behalf of CEO, CFSI / Festival Director, ICFFI & NCFE

Chapter-I- Instructions to bidder

1) Bidders must submit their bids online only through CENTRAL PUBLIC PROCUREMENT PORTAL (<https://eprocure.gov.in/eprocure/app>)

2) For submission of e-bids, bidders are required to get themselves registered with CENTRAL PUBLIC PROCUREMENT PORTAL (<https://eprocure.gov.in/eprocure/app>) in website along with class II/class-III digital signature certificates issued by CCA under IT Act- 2003.

3) Bidder **has to** upload the following **self-attested** documents in legible PDF format in a technical bid if any of the following is missing the technical bid will not be eligible for Financial Bid

I) Scanned copy of GST registration certificate

II) Scanned copy of PAN, TAN registration

III) Scanned copy of Certificate of Incorporation Company / Firm / Proprietary

IV) Scanned copy of Pamphlets/Brochure/Company profile/credentials.

V) Scanned copy of cancelled cheque along with bank details for online payment / refund of EMD.

VI) Scanned copy of EMD payment receipt.

VII) Any other relevant document.

4) The bidders registered with MSME, as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or are registered with the Central Purchase Organization or the concerned Ministry or Department are **EXEMPTED** from submission of Bid Security (EMD).

5) Bidders are required to submit the Bid Security(Earnest Money Deposit) of Rs. 15,000/- as bid security in the form of online fund transfer in favour of "**CHILDREN'S FILM SOCIETY, INDIA**" payable at Mumbai as per the bank details given below. The fund transfer of the EMD should reach Chief Executive Officer, Children's Film Society, India Mumbai before bid opening date (**4th September 2020, Friday 1230 hrs**) otherwise the bid will be summarily rejected.

FOR NEFT/RTGS PAYMENTS:

- **Name of Beneficiary** : **CHILDREN'S FILM SOCIETY, INDIA**
- **Name of the Bank** : **State Bank of India**
- **Address of Bank** : **Kalpataru, 39, Pedder Road, Mumbai - 400 026.**
- **Account No.** : **39196676349**
- **Type of Account** : **Current Account**
- **IFS Code** : **SBIN0000510**

6) The Earnest Money Deposit shall be forfeited by Children's Film Society, India in the following events:

- i) If tender is withdrawn during validity period or any extension thereon
- ii) If tender 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 tender has been accepted but fails to furnish the Performance Security deposit, performance bank guarantee within 14 days of acceptance of Tender.

7) **The period of the tender should remain valid for a period of 90 days.**

8) The Financial Bid in the BOQ is available in excel format

9) The Earnest Money Deposit (EMD) of unsuccessful bidder will be returned on finalization of tender on request received on email Id admin@cfsindia.org and accounts@cfsindia.org alongwith bank details ,scanned copy of cancelled cheque for refund of EMD online.

10)The Earnest Money Deposit of successful bidder will be returned by online fund transfer only after on receipt of Performance Security Deposit.

11) **No interest will be paid on EMD and Performance Security Deposit.**

12) The tenderer has to quote rates with their specification in the format of BOQ (Bill of quantity) only.

13) Price should be quoted in Indian rupees and indicated in words and figures in BOQ.

14) At the first instance the Technical bids will be opened by the Department online and the same will be evaluated by the Competent Committee or Authority. The bidder may be required to arrange a demonstration/presentation of the products offered. At the second stage, Financial bids of only the technically acceptable offers will be opened online for evaluation and ranking before awarding the contract.

15) Rate which is to be finalized and accepted, should be operative up to Three years from the date of acceptance of tender. No variation of rates will be accepted at a later date.

16) The successful Bidder will have to furnish performance Security @ 10% of the value of the contract in the form of online fund transfer drawn in favour of "**CHILDREN'S FILM SOCIETY, INDIA**" payable at Mumbai" as per the bank details mentioned at point no. 6 above. Performance Security Deposit should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the service provider including warranty obligations.

17) The last date for uploading the tender in the CENTRAL PUBLIC PROCUREMENT PORTAL (<https://eprocure.gov.in/eprocure/app>) is **3rd September 2020, Thursday till 1200 hrs**

18) The tenders will be opened at Children's Film Society, India, 8th Floor, Phase-1 , Films Division Complex, 24, Dr. G.Deshmukh Marg, Mumbai 400026 on **4th September 2020, Friday at 1230 hrs**

19)The firms/suppliers/proprietors interested to provide services mentioned above can speak to Ms.Deepa Rasam,JTO/AAO (AddIn Charge) , Tel No. 022 23516136 or email on admin@cfsindia.org for any clarification if required.

Chapter-II-Terms and conditions

1. The successful bidder will be required to start his services as from the date mentioned in the award of contract.
2. Failure to deliver in given timelines regarding updation consecutively for 3 times within a quarter may attract a penalty of 2% of the order value.
3. There shall be no negotiations in general. Even in exceptional circumstances, negotiations will be carried out only with the lowest evaluated responsive bidder.
4. The successful bidder will be awarded a contract online for three years and as per the terms and conditions prescribed by this office. However, CFSI has right to cancel the contract under Indian Law if the successful bidder fails to execute the orders within stipulated time or the quality of services provided are found to be inferior or violate any condition of the contract.
5. No advance payment will be made under any circumstances. The payment will be made on quarterly basis on certification with due satisfaction for quality and updation. The payment will be made within 15 days of end of the quarter.
6. Right to accept, reject, split the entire Bid or any part thereof without assigning any reason rests with the Chief Executive Officer, Children's Film Society, India, Mumbai and her decision in this regard is final and binding.
7. 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.
8. Any dispute arising shall be referred to the sole Arbitration. The selection of arbitrator will be made by CEO, CFSI. The arbitrator's decision shall be final and binding on both the parties.
9. All newly passwords set related to website shall be shared with CFSI simultaneously through email.
10. The CFSI reserves the right to cancel the tender in the following cases:
 1. The bidder fails to comply with the terms and conditions of the tender.
 2. The bidder makes changes in the tender, the bidder fails to submit the required documents as mention in the Chapter I - point 3 above deliver the satisfactory services on time.
 3. The bidder fails to submit the technical and financial bids in the required format as specified point no. 1 and 7 of NOTE and point no. 3 of Chapter I above.
 4. The bidder becomes bankrupt or goes into liquidation.
12. In case of any inclusion of a clause the same will be included subsequently by way of addendum with consent of both the parties.

Yours faithfully,

Accounts Officer & Administrative Officer (Addl.Chg.)
For Chief Executive Officer

Signature of authorized signatory