

**GOVT. OF ASSAM
DIRECTORATE OF ARCHAEOLOGY, ASSAM
AMBARI, GUWAHATI-781001**

SHORT NOTICE INVITING TENDER

Tender Ref No. ARCH.30/PT/2022-23/ 1422

Date: 11/01/2023

Sealed Tenders for production of Quickie/ Short documentary-film under Directorate of Archaeology, Assam in two bid system -technical bid & financial bid affixing court fee stamp of Rs 8.25 only (Eight rupees twenty five paisa only), are invited from experienced Audio- Visual Media houses/ Film production/ Media Firm/ Corporation/Companies having 5 years experience in making of Films and Documentaries in various subjects.

Details may be collected from the office of the Directorate of Archaeology, Ambari, Guwahati-01, during the office hours from dated 11/01/2023 to 18/01/2023.



Director

Directorate of Archaeology, Assam
Ambari, Guwahati-01

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**GOVT. OF ASSAM
DIRECTORATE OF ARCHAEOLOGY, ASSAM
AMBARI, GUWAHATI-781001**

TENDER FOR PRODUCTION OF QUICKIE/ SHORT DOCUMENTARY-FILM

Tender Ref No. ARCH.30/PT/2022-23/1422

Date: 11/01/2023

BRIEF SCHEDULE

Date of publication of the Tender Document - 11/01/2023

Last Date of Submission of Tender:: 18/01/2023

Tender opening Date 18/01/2023

Closing Date & Time Of Receipt of Tender: 18/01/2023 at 2.00 P.M.

Time and Date of Opening of Tender - 18/01/2023 at 3.00 P.M.

Place of opening Tender: Head Office of the Directorate of Archaeology, Assam

Address for Communication- Ambari, Guwahati – 01.

Cost of The Tender Document (non-refundable) – Rs. 100/-

Earnest Money for an amount of Rs. 16580/- (Sixteen thousand five hundred and eighty only) to be deposit in the form of Bank Draft to be pledged in favour of the Director, Directorate of Archaeology, Assam.

Total Estimate of production Quickie/ Short Documentary-Film: Rs 8,29,000/ (Including GST)

REQUEST FOR PROPOSAL (RFP) FOR PRODUCTION OF QUICKIE/ SHORT DOCUMENTARY-FILM ON VARIOUS ACHIEVEMENTS OF ARCHEOLOGY DEPARTMENT, GOVT. OF ASSAM

CONCEPT NOTE

The Directorate of Archaeology intends to produce Quickies and Short Documentaries on different Archaeological sites of the state with the motive to restore it and bring the existence of those sites into the light of the common people. The Department intends to make the general mass aware of the importance and value of the ancient monuments in different sites and the different ways that are helpful in preserving them in future. This project will include video of Madan Kamdev, Pingaleswar, Ganesh Temple at Abhyapuri, Rudreswar Devalaya, Aswaktanta Devalaya, Ambari, Sankhya Devi, Na-Nath, Rajbari, Deoparvat, Na-Pukhuri, Siva DouL, Pohu Garh, Fakuwa DouL, Charaideo Maidam, Mairamara Than, Borpukhuri, Podum Pukhuri, Ghuguha DouL, Maghnova DouL, Garh DouL.

This RFP document is in connection with production of **Quickie** on the archaeological sites and **Short Documentary-Film** to create awareness for preservation of sites and monuments of Assam. Please take note of the following requirements and conditions pertaining to the supply of the above mentioned service:

1. SCOPE OF WORK:

Production of **Quickie/ Short Documentary-Film** on various activities/ achievements of the Archaeology Department., highlighting the best approaches, best practices, achievements and real impacts in the project areas.

Minimum Eligibility criteria (Supporting documents of below should be submitted along with the Bid proposal):

- a) Name, address, e-mail, telephone along with a note on the Ownership and organizational structure & core business area of the firm;
- b) Status of the Applicant/ Agency whether it is a Partnership firm/ Proprietor/Pvt Ltd Co./ Public Ltd Co. etc.
- c) Document (s) to demonstrate that the agency is in the business for the last 3 years (i.e. 2019-20, 2018-2019 & 2017-18)
- d) Copy of Registration, Trade License, PAN, IT Return, GST Registration.
- e) Total 5 years Experience of the Agency/Firm.
- f) Annual Turnover Statement of Rupees 10 lakhs in the last 3 financial years (2019-20, 2020-21& 2021-22) certified by a Chartered Accountant/Auditor along with financial statement of 2019-20, 2020-21& 2021-22.).
- g) Earnest Money Deposit amounting to Rs. 16580/- (Sixteen thousand five hundred and eighty only)
- h) Stamp of Rs 8.25/- only
- i) The Bidding Document shall be signed by the tenderer in all the pages with official seal

J) The bid and all correspondence and documents shall be in the English language

SUBMISSION OF TENDER.

The tender shall be submitted in two bid system - Technical & Financial. The Technical Bid shall be submitted in an envelope marked as "Cover A" having the below mentioned documents. The Financial Bid has to be submitted separately in an envelope marked as "Cover B" as per Annexure A. Both the envelopes, i.e. "Cover A" & "Cover B" together has to be submitted together in another sealed envelope addressing to the Director of Archaeology, Ambari, Guwahati-01, Assam. A powerpoint presentation has to be made by those parties who fulfils the Eligibility Criteria.

TECHNICAL BID "COVER 'A'"

- a) Stamp of Rs 8.25
- b) Earnest Money Deposit amounting to 16580/- (Sixteen thousand five hundred and eighty only)
- c) Experience of the Agency/Firm
- d) Registration, Trade License, PAN, IT Return, GST Registration
- e) Annual Turnover Statement of Rupees 10 lakhs in the last 3 financial years (2019-20, 2020-21 & 2021-22) certified by a Chartered Accountant/Auditor along with financial statement of 2019-20, 2020-21 & 2021-22.).
- f) Status of the Applicant/ Agency whether it is a Partnership firm/ Proprietor/Pvt Ltd Co./ Public Ltd Co. etc.

VALIDITY OF TENDER

Quotation shall remain valid for a period of 90 days after the deadline date specified for submission of quotation. The successful bidder(s) is/ are bound to supply the items at agreed rates during this period whenever necessary. This validity period may be further extended with mutual consent

SUBMISSION OF THE FINAL MASTER COPY:

The successful bidder shall submit the MASTER Format HD MP4 With DVD & Pen Drive along with three copies of bill & Chalan

TECHNICAL SPECIFICATION FOR PRODUCTION OF QUICKIES & DOCUMENTARIES

<i>Sl.no.</i>	<i>Particulars</i>	<i>Specifications</i>
1	Production of Quickies Duration: 60 sec Resolution HD Format 1920X1080 Language: Assamese	Full HD Camera colour 1080p & other relevant equipments & Original Music Renounced Artist
2	Production of Short Documentary Duration: 2-3 min Resolution HD Format 1920X1080 Language: English Sub-title. Area of shoot: 10-12 Spots in Different districts of Assam.	Full HD Camera colour 1080p, drone & other relevant equipments with Original Music.

SELECTION PROCEDURE

1. The selection of the Agency will be purely on quality based production.
2. The Eligibility criteria mentioned above are only for Qualifying to apply for the said Tender.
3. Prior working experience with Archaeology Department shall be given preference.
4. Marks will be fully on the presentation that the qualified bidders have to present showcasing their prior work and experience. Concept, approach strategy, Planning, Innovative ideas, etc. and Methodology to execute the said job in budget shall be major criteria for marking.
5. Financial bid of the best selected presenter shall be opened and the said job shall be awarded.

EVALUATION CRETERIA

Sl.no	Assessment Criterion	Maximum Marks
1	Experience of Firm 5-7 years- 5 marks 7-10 years- 7 marks 10 and above-10 marks	10
2	Archaeological Experience	10
3	Turnover 10 lakh-15 lakh- 5 marks 15lakh-20 lakh- 7 marks 20 & above – 10 marks	10
4	Quality assessment of prior work	20
5	Power-point presentation on Concept, approach strategy, Work Planning, Innovative ideas, etc. and Methodology	50