

INSTITUTE OF NATURAL RESOURCES, MEGHALAYA

(A Government of Meghalaya Institution under Planning Department)

No.SR/INR-10/19 of 2019



REQUEST FOR PROPOSAL

**Hiring of Agency/Firm for
Videographic Documentation of Projects/Activities Under
The Institute of Natural Resources, Meghalaya**

RFP Reference No.: MBDA/MINR /2023-24/

Date: 22nd December 2023

Institute of Natural Resources, Meghalaya

THE INSTITUTE OF NATURAL RESOURCES

3rd Floor, Shalom Building,

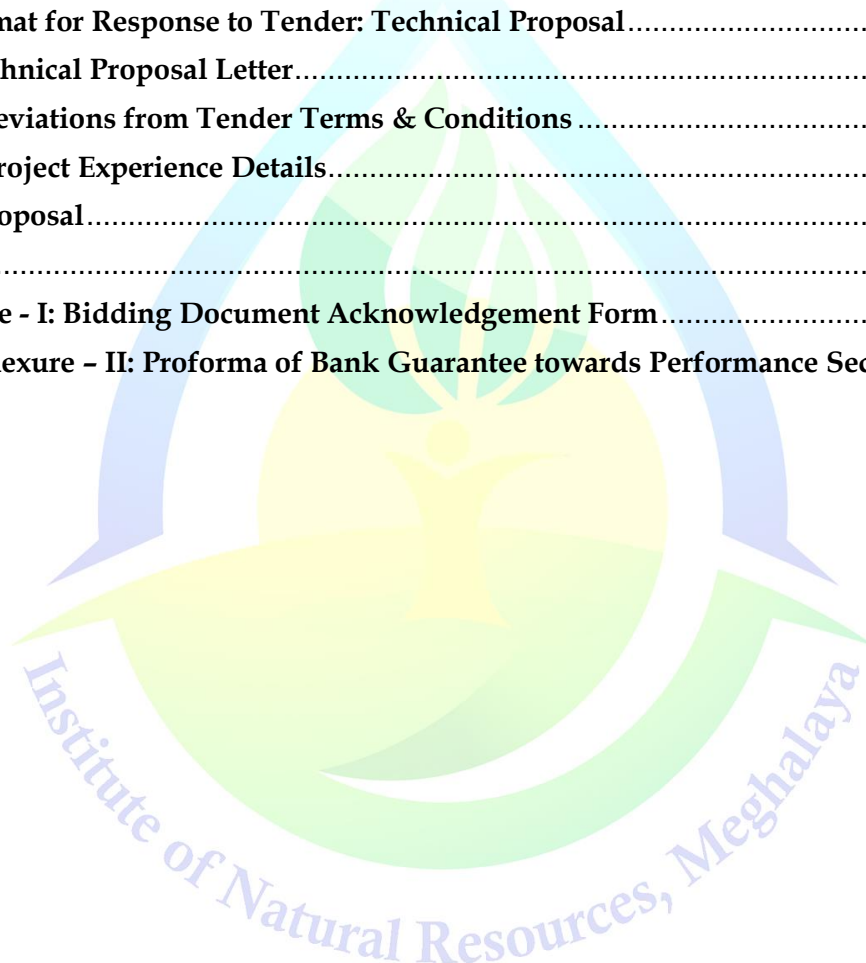
Lower Laichumiere,

Shillong-793001

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1. Executive Summary

1.1 Objective

The Institute of Natural Resources, Meghalaya (INR) seeks to engage an agency for videographic documentation of projects/activities under the Institute of Natural Resources, the challenges it has sought to address, the changes introduced, and the benefits and impact on the ground. The video will comprise on-location shooting across multiple locations in the state of Meghalaya, capturing the 'human face' of the project, especially with interviews of local communities, and other stakeholders.

2. Invitation for the Proposal

The Invitation of the Proposal is for hiring of agency/firms for Videographic Documentation of Projects/Activities under The Institute of Natural Resources, Meghalaya.

The Agencies/Firms are advised to study this RFP document carefully. submission of proposals shall be deemed to have been done after careful study and examination of this RFP document with full understanding of its implications.

2.1 Issuer

The Institute of Natural Resources, Meghalaya (INR), invites proposals for The Hiring of Agency/Firm for Videographic Documentation of Projects/Activities under The Institute of Natural Resources, Meghalaya, as per the Terms of Reference.

2.2 Address for Submission of Proposals & Correspondence

The Institute of Natural Resources
3rd Floor, Shalom Building,
Lower Laichumiere,
Shillong-793001

2.3 Key Events, Dates and Important Information

Sl. No	Event/Information	Details
1	RFP Reference No.	MBDA/MINR /2023-24/
2	Tender Publication Detail	The Proposal document can be seen and downloaded from the website https://mbda.gov.in
3	Date of Publishing of Proposals	22 nd December, 2023
4	Last Date & Time of Receiving Queries	2 nd January 2023 before 3:00 PM IST
5	Pre-Proposal Meeting	2 nd January, 2023, 3:00 PM IST Bidder are required to email to mbdaprocurement@gmail.com for the meeting link

6	Last Date and Time for Submission of proposals	12 th January, 2023, Before 4:00 PM IST
7	Date and Time of Opening Technical Proposals	12 th January, 2023, 4:30 PM IST
8	Date & Time for opening of Financial Proposals	To be notified later only to technically qualified agencies/firms
9	Proposal Validity Period	120 days
11	Performance Bid Security (PBG) Amount	3% of the contract value
12	Contact email	mbdaprocurement@gmail.com
13	Telephone No.	+913643510190

2.4 Distribution of RFP Document

The proposal document can be downloaded from <https://mbda.gov.in> portal free of cost.

2.5 Pre-Proposal Conference

The Institute of Natural Resources (INR) shall organize a Pre-Bid Conference on the scheduled date and time in the Conference Hall of INR. The INR may incorporate any changes in the RFP based on acceptable suggestions received during the interactive Pre-Proposal Conference. The decision of the INR regarding acceptability of any suggestion shall be final and shall not be called upon to question under any circumstances. The prospective agencies/firms shall submit their questions in writing not later than date and time indicated under section 2.3 above. It may not be possible at the Pre-Proposal Conference to answer questions which are received late. However, prospective Agencies/firms are free to raise their queries during the meeting and responses will be conveyed to all the prospective Agencies/firms (by way of hosting amendments/clarifications on the website i.e., at <https://mbda.gov.in>). The prospective participants have to inform the INR on the email id mentioned in Section 2.3 for attending the pre-bid conference

2.6 Amendment of RFP Document

At any time before the deadline for submission of Proposals, the INR may, for any reason, whether at own initiative or in response to a clarification requested by a prospective Bidder, modify the RFP document by amendment. All the amendments made in the document would be published on the website <https://mbda.gov.in>. The Agencies/firms are also advised to visit the website on regular basis for checking necessary updates. The INR also reserves the right to amend the dates mentioned in clause 2.3 of this RFP document

2.7 Deadline for submission of Proposal

The Proposal response shall be submitted in hard copy, not later than date and time specified in Section 2.3 of this document

3. Eligibility Criteria

The Agency/Firm must possess the requisite experience, strength and capabilities in providing the services necessary to meet the requirements as described in the RFP document. Keeping in view the complexity and volume of the work involved, the following criteria are prescribed as Pre- Qualification criteria for bidder interested in undertaking the project. The bidder must also possess the technical know-how and the financial wherewithal that would be required to successfully provide the required support services sought by INR. The bids must be complete in all respect and should cover the entire terms of references as stipulated in the RFP document. The invitation for the proposal is open to all agencies/firms who qualify the eligibility criteria as given below:

3.1 Pre-Qualification Criteria

Sl. No.	PQ Criteria	Documents required
1	The Agency/Firm should be a Company registered under the Companies Act, 1956/ Proprietary Firm / Partnership Firm	(Certificate of incorporation/certificate for commencement of business/other relevant documentary proof should be submitted)
2	Attested copy of Company's PAN, GST and ITR details	Documentary proofs should be submitted
3	Average Annual Turnover of the firm during last three financial years 2020-21, 2021-22 and 2022-23 should be Rs 50,00,000 for the last 3 years	Average Annual Turnover Certificate along with Copies of the audited balance sheet of the company showing the same should be submitted
4	The Agency/Firm must have successfully completed assignments of Govt /PSU / Bank for services of similar nature during last five (5) financial years	Summary of Experiences along with Work orders or Sanction orders should be submitted
5	The Proposal offered should meet all the requirements given in the section 4. Terms of References. Non-compliance to any of the requirements will attract rejection of the proposal.	Declaration of the same with proper page numbers of the supporting document should be provided
6	The Agency/Firm should not be blacklisted by any Government department/PSUs/Private sector	Self-declaration of the same

3.2 Technical Part

Only agencies/firms meeting the above minimum eligibility criteria shall be considered for technical evaluation. The selection of the firm shall be based on the following technical criteria

Sl. No.	Evaluation Parameter	Marks	Details
1	Past experience of the organization in services of similar nature as per Terms of References (TOR)	20	More than 5 years = 20 marks More than 3 years and less than 5 years= 17 marks Less than 3 years = 14 marks
2	Performance of ongoing projects/assignments of videographic or similar nature	20	Operational at 3 sites= 20 marks Operational at 2 sites= 17 marks Operational at 1 sites= 14 marks
3	Financial strength of the bidder	10	Average turnover of the last 3 FY: More than 1 Crore = 10 marks More than 50 Lakhs and less than 1 Crore = 7 marks Less than 50 Lakhs = 4 marks
4	Compliance of the specification as per the requirements in the Terms of References	30	Marks will be allocated as per the compliance and specifications of the proposal = 30 marks
5	Manpower Resources	20	Technical eligibility as per criteria: 5 key Experts= (4 Marks each)

**Minimum qualifying marks is 70 for opening of Financial Bid*

3.3 Financial Part

The Financial evaluation will be done only for the agencies/firms who are technically qualified as per the minimum passing score of 70 marks. The agencies/firms need to provide the financial proposal as per the deliverables specified in **Section 4: Terms of References** no extra cost/payment will be done by the INR other than the amount that is quoted by the agency/firm.

4. Terms of Reference (TOR)

Background:

The Institute of Natural Resources, Meghalaya (INR), was established in 2014 under the umbrella of the Meghalaya Basin Development Authority and was subsequently registered as a society in July 2019 under the Meghalaya Societies Registration Act, XII of 1983 under the State Planning Department. It aims to address issues concerning sustainable natural resource use by strengthening and empowering stakeholders, particularly farming communities and other entrepreneurs who rely on natural resources to meet their basic and livelihood needs.

The primary goal of the Institute is to manage and strengthen knowledge of natural resources and sustainable livelihoods. It facilitates the required knowledge services through the Centre for

Bio-Resources, Centre for Water Resources, and Centre for Climate Change Adaptation and Mitigation. The Centre for Land Resources and the Centre for Weather Monitoring and Advisories are yet to be activated under the Institute of Natural Resources.

The goal of the Institute is to enrich and empower the people and the community by providing time-tested conservation technologies, management practices, and knowledge for increased productivity and profitability, without depleting the natural resources.

The Institute also facilitates the integration of information technology tools, remote sensing tools, GIS and Geospatial Platforms, Geographical Positioning Systems, and local knowledge for evolving and servicing knowledge required by various users and stakeholders on Integrated Natural Resources Management Planning to ensure sustainable basic and multiple livelihoods needs of the rural communities.

Scope of Services

The films are expected to be of high production values, narrated by a professional voice-artist, with animated graphics where needed, and royalty-free music. The film-maker will be briefed by subject experts before the shoot, and inputs and feedback for the script will be provided to enable fit-for-purpose shooting. A detailed storyboard for each film along with script will have to be approved prior to filming before in order to ensure the editing process is efficient and all the points, we wish to make are covered.

A. Deliverables

The agency will make the following:

1. 3 documentary films (7-10 minutes each)
2. 3 short versions of the above documentary films (2-3 minutes each)
3. 100 high quality stock photographs to showcase various facets of the project

The details of the films are given in the following table.

Particular	Objective	Activities identified for filming with locational details	Product Languages
Film 1	Highlight the need and implementation of the Decentralized Green Energy Development Project under the Centre for Climate Change, Adaptation & Mitigation in Khasi Hills District and Garo Hills District.	<ol style="list-style-type: none"> 1. The situation of the villages and local people prior to the implementation of the project. 2. Past efforts of the government to address the same issue, if any, and how this project learnt from the success or failure of such past efforts. 3. The various actions and initiatives at Project level and Community (Beneficiary) level undertaken under Green Energy and their outcomes and impact. 4. To document the initial stage of the project starting from the planning and 	English, Khasi, Garo and Pnar

		<p>installation phases to operations. The challenges faced during the implementation, how those were overcome.</p> <p>5. Highlight Community Impact, testimonials from communities on the improvements made possible by Hydroger electricity both for household and the community. This includes living conditions, economic opportunities etc.</p> <p>6. The opportunities for scaling up this initiative</p> <p>Locations Details:</p> <ul style="list-style-type: none"> a) Sohtyngkhur, West Khasi Hills b) Mawsohmad, East Khasi Hills c) Mawkawir, West Khasi Hills d) Lyngkhong, East Khasi Hills e) Pomshutia, East Khasi Hills f) Ronggopgre, North Garo Hills g) Rongap Songgital, East Garo Hills h) Mikadogre, South Garo Hills i) Bandaregre, South Garo Hills 	
Film 2	Highlighting the activities of Meghalaya Aroma Mission under Centre for Bio-Resources.	<ol style="list-style-type: none"> 1. The context and background for why Megh-Aroma Mission is needed – i.e., land degradation due to unscientific mining; loss of livelihood, social impacts etc. How medicinal and aromatic plants became the potential solution 2. To emphasize the process of the sensitization program and the involvement of stakeholders in various stages, including their actions, roles, and experiences. This will encompass the best practices employed in different Medicinal and Aromatic Plants (MAPs), encompassing aspects such as cultivation expansion, harvesting, FDU installation, essential oil extraction, market linkage, and value addition. 3. To address the implementation challenges and showcase how they were successfully overcome, and 	English, Khasi, Garo and Pnar

		<p>testimonials of the stakeholders.</p> <p>Additional reading: <i>Megh-Aroma mission was launched by the Hon. Chief Minister of Meghalaya Shri. Conrad K Sangma on 27th May 2019 with the budget outlay of 18 crores targeting 1000 ha of wasteland across the state. The main objective of the mission is to promote cultivation of high value crops, processing, value addition and marketing of essential oil for providing additional income to farming communities and encouraging agri-businesses for the people of the state. Wasteland and degraded land constituting about 15% of state total geographical area amounting to 33,644 ha can be put into productive use through the introduction of Aromatic crops especially in mine affected area and create alternative livelihood opportunity in areas where quarrying and mining are the major livelihood activity. The Mission implementation is being facilitated by the Institute of Natural Resources, in closed collaboration with CSIR-CIMAP, Lucknow. Aroma mission activities are also being integrated with IFAD and Community Led Landscape Management Project implemented by MBMA besides mine affected areas and wastelands of the state. More than 3500 farmers have been mobilized across the state and this has led to an increase of livelihood besides convergence with MGNREGA in land development and plantation.</i></p> <p>Location Details:</p> <ol style="list-style-type: none"> a) Byrwa, Ri Bhoi b) Pyndenglitha, East Khasi Hills c) Mawreng, East Khasi Hills d) Sylleibah, Eastern West Khasi Hills e) Khliengrangnah, West Jaintia Hills f) Mynska, West Jaintia Hills g) Chongpotgre, West Garo Hills 	
Film 3	Highlighting the need and implementation of Open limestone channels (OLCs), with	<ol style="list-style-type: none"> 1. Background and context behind the innovation of OLC - Issues of unscientific coal mining and the ensuing water pollution, the 	English, Khasi, Garo and Pnar

the primary goal of addressing water-related issues and highlight the availability of potable drinking water in the villages.

hazards and hardship caused to local people etc. how OLC became a viable solution.

2. To highlight the project activities from the process of building a cadre of Village Facilitators (VFs) and Village Water Committee (VWCs), the actions the role they have played as VFs and VWCs and their testimonials.
3. Highlight the impacts of each initiative at both the project level and community (beneficiary) level, focusing on the challenges and outcomes encountered during implementation.
4. To document the beginning of the procedures of Neutralization of Acid Mine Drainage, techniques of enrichment, and treatments of the ores, the composition of solid and liquid wastes in these sites.
5. Emphasizing largely on water pH data and other water quality metrics before and after treatment.

***Additional reading:** Coal mining can have severe environmental effects if mining is conducted without appropriate environmental safeguards. Eocene age coal is found in Meghalaya in all three hill regions, namely Khasi, Jaintia, and Garo Hills. Decades of such mining has caused: large scale land cover/land use change and denudation of forest cover, pollution of air, water and soil, degradation of agricultural fields; and scarcity of clean potable water and other natural resources. Acid mine drainage (AMD) generated from active and abandoned mines, coal storage sites, and overburden is currently the main surface water pollutant. Despite the serious environmental, health and socio-economic implications of the contaminated surface water, very little has been done to tackle these problems in Meghalaya. So, a field experiment was undertaken to improve the water quality of one of the streams by constructing an open limestone channel (OLC) using locally*

		available limestone.	
		<p>Location Details:</p> <p>a) Laitduh, East Khasi Hills</p> <p>b) Laitmawsiang, East Khasi Hills</p> <p>c) Umladkhur, West Jaintia Hills</p> <p>d) Cham Cham, East Jaintia Hills</p> <p>e) Balughat, South West Garo Hills</p> <p>f) Damalgre, West Garo Hills</p>	

Technical Specifications:

1) Web Ready HD:

- Standard outputs for websites such as YouTube and Vimeo are .mp4, .mov, .avi, .wmv, .flv.
- Output with appropriate resolution for posting on social media – FB and Twitter
- Output with appropriate resolution for dissemination via WhatsApp and other messengers
- Ratio: 1280x720 or 1920x1080 for high definition, 720p

2) For Projection:

- **Aspect Ratio:** Widescreen 16:9
- **Resolution:** 1920x1080 29.97/30/59.97/60p
- **File Type:** .MP4 or .MOV are preferred, however any format should be supported (AVI, MPG, MXF & WMV)

3) For Stock Photographs:

- **Format:** JPG (must include captions containing name of subject, location (Village, block, district and activity))
- **Resolution:** 300-355 dpi
- **Camera:** Full frame

Duration of the Assignment:

6 months from the date of signing of the contract.

Team Composition and Qualification Requirements for the Key Experts

INR will assess the demonstrated experience and capacity of interested consulting Agency applying for this assignment. The assignment requires a firm with experience in engagement with rural and indigenous communities, with specific focus on low income, low literacy groups, and with experience of working in the public sector in the field of Communication Strategy Development for Indigenous People, Rural Development, Communities, Stakeholders and supporting similar projects of the government.

The selected Agency will be expected to deploy sufficient amount of manpower required to successfully deliver the tasks to meet the objectives of the assignment. An indicative manpower

requirement for the assignment duration of the assignment must include Key Experts of suitable qualifications and experience for the key positions as tabulated below indicating the minimum qualifications and indicative, desired experience of Key Experts.

Position	Desired Qualifications and Minimum Experience	Estimated Staff Months
<p>Key - Expert; K - 1</p> <p><i>Designation:</i> Team Leader and Single Point of Contact</p> <p><i>Number:</i> 1</p>	<p><i>Desired Experience:</i> Minimum 8 years in the field as Creative Director and production head.</p> <p><i>Minimum Education:</i> Bachelors or Masters in Film and TV Productions</p> <p><i>Specialization:</i> Creative Direction, Production Management and Post Production Supervision</p>	<p>1 month</p>
<p>Key Expert; K - 2</p> <p><i>Designation:</i> Director of Photography</p> <p><i>Number:</i> 1</p>	<p><i>Desired Experience:</i> Minimum 5 years'</p> <p><i>Minimum Education:</i> Bachelors or Master's in Film Studies.</p> <p><i>Specialization:</i> Acquisition of visuals with sound knowledge in camera techniques and camera gear.</p>	<p>1 Month</p>
<p>Key Expert; K - 3</p> <p><i>Designation:</i> Editor</p> <p><i>Number:</i> 1</p>	<p><i>Desired Experience:</i> Minimum 4 years in usage of Non-Linear Editing Software's and knowledge of film editing techniques.</p> <p><i>Minimum Education:</i> Bachelors or Master's in Film Studies.</p> <p><i>Specialization:</i> Sound knowledge in various AV editing techniques and optimizing timelines for</p>	<p>3.5 Months</p>

Position	Desired Qualifications and Minimum Experience	Estimated Staff Months
	<i>efficient post production management with timely delivery of video edits</i>	
Key Expert; K - 4 <i>Designation:</i> Sound Recordist <i>Number:</i> 1	<i>Desired Experience:</i> Minimum 4 years in Live Sound Recording for Film and TV Productions. <i>Minimum Education:</i> Diploma or Bachelor's Degree in Audio Production for Film and TV. <i>Specialization:</i> Sound knowledge of sync sound recording and techniques pertaining to sound acquisition	1 Month
Key Expert; K - 5 <i>Designation:</i> Light technician <i>Number:</i> 1	<i>Desired Experience:</i> Minimum 3 years' experience in film lighting <i>Minimum Education:</i> Bachelors or Master's in Electronic Media <i>Specialization:</i> Sound knowledge of lighting gear, accessories and techniques utilized in Film and TV Productions.	1 Month

Ownership

All material (Films and Photographs) including the unedited raw files shall be property of INR. The agency shall provide open editable files of the final films produced.

Client's Input and Counterpart Personnel including Data and Facilities to be Provided by the Client

Services, Facilities and Property to be made available by the Client to the Consultant is as below:

- Office space to the Agency upon request addressed to the designated Point of Contact

- Conference hall/meeting rooms as may be required during the course of the assignment for the purpose of making a presentation, submission of reports, workshops, brainstorming sessions and meetings
- Necessary project documents under its control and copyright for use and reference of the Agency to facilitate execution of the assignment.
- Project Personnel of the State and Districts shall provide necessary inputs to the Agency throughout the duration of the assignment.

5. Instruction to the Agencies/firms

5.1 Procedure for Submission of Proposals

Technical Proposal (Envelope 1): The documents comprising of the pre-qualification documents and technical documents need to be enclosed in a separate envelope which is properly sealed and inscribed as **“Technical Proposal for Hiring of Agency/Firm for Videographic Documentation of Projects/Activities Under the Institute of Natural Resources, Meghalaya”**

Financial Proposal (Envelope 2): The documents comprising of the financial Proposal need to be enclosed in a separate envelope which is properly sealed and inscribed as **“Financial Proposal for Hiring of Agency/Firm for Videographic Documentation of Projects/Activities Under the Institute of Natural Resources, Meghalaya”** *Do not open before date and time of opening of financial Proposal*

Main Envelope: The technical envelope (**envelope 1**) and financial envelope (**envelope 2**) should be put into a single envelope which is properly sealed and marked as **“Proposal for Hiring of Agency/Firm for Videographic Documentation of Projects/Activities Under the Institute of Natural Resources, Meghalaya”** - *Do not open before date and time of opening of technical Proposal*

The proposal should be submitted to:

**The Procurement Unit, MegLIFE office
2nd Floor, Shalom Building,
Lower Laichumiere,
Shillong-793001**

5.2 Authentication of Proposal

The response proposal shall be signed by the bidder or a person or persons duly authorized to bind the agency/firm to the contract. A letter of authorization shall be supported by a written Power-of-Attorney accompanying the Proposal. All pages of the proposal, except for un-amended printed literature, shall be initialled and stamped by the person or persons signing the Proposal.

5.3 Validation of interlineations in Proposal

The proposal shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the agency/firm, in which case such corrections shall be initialled by the person or persons signing the Proposal.

5.4 Cost of Bidding

The agency/firm shall bear all costs associated with the preparation and submission of its proposal including cost of presentation for the purposes of clarification of the proposal, if so desired by the INR. The INR will in no case be responsible or liable for those costs, regardless of the outcome of the tendering process.

5.5 Language of Proposals

The Proposals prepared by the agency/firm and all correspondence and documents relating to the Proposals exchanged by the agency/firm and INR, shall be written in English language. Any printed literature furnished by the bidder may be written in another language so long the same is accompanied by a duly attested English translation in which case, for purposes of interpretation of the bid, the English translation shall govern

5.6 Documents Comprising the Proposals

The Proposal prepared by the agency/firm shall comprise the following components. The Proposals not conforming to the requirements shall be summarily rejected

Pre-Qualification Proposal

In support of eligibility, agency/firm must submit the following documents (besides the other requirements in Section 3.1), original copies or attested copies, as the case may be, in the absence of which the bid will be rejected.

- Section 7 – Format 1: Pre-qualification Proposal Letter
 - Section 7 – Format 2: General information about the Agency/Firm
 - Section 7 – Format 3: Declaration regarding Clean Track Record
- All required document for eligibility criteria mentioned at Section 3.1

Technical Proposal

The Technical Bid, besides the other requirements of the Tender, shall comprise the following:

- Section 8 – Format 1: Technical Proposal Letter
 - Section 8 – Format 2: Deviations from the Tender Terms & Conditions
 - Section 8 – Format 3: Project Experience Details
- All necessary data sheets and any other documents

Financial Proposal

The Financial Proposal, besides the other requirements of the Tender, shall comprise the following:

- Filled Bill of Quantity with price quotation – Section 9 - Format for Response to Tender: Financial Proposals

5.7 Proposal Prices

The Bidder shall prepare the proposal based on details provided in the tender document. It must be clearly understood that the terms of references is intended to give the bidder an idea about the order and magnitude of the work and is not in any way exhaustive and guaranteed by the INR. The bidder shall carry out all the tasks in accordance & due diligence and it shall be the responsibility of the bidder to fully meet all the requirements of the tender document.

5.8 Firm Prices

Prices quoted in the proposal must be firm and final and shall not be subject to any upward modifications on any account whatsoever. However, the INR reserves the right to negotiate the prices quoted in the proposal to effect downward modification.

5.9 Proposal Currency

Prices shall be quoted in Indian Rupees (INR)

5.10 Performance Security

The successful agency/firm should submit 3% of the contract value as a performance security valid for a period of 8 months.

5.11 Proposal Validity Period

Period of validity of Proposals shall remain valid for 120 days after the date of opening of Proposals prescribed by the INR. A Proposal valid for a shorter period may be rejected as non-responsive. However, the prices finalized after opening the tenders shall not increase throughout the period of implementation and operation. The prices of components quoted in the Financial Proposal by the agency/firm shall remain valid for the project period. Extension of period of validity in exceptional circumstances, INR may request the agency/firm for an extension of the period of validity. The request and the responses thereto shall be made in writing.

5.12 Opening of Proposals

As specified in Section 2.3 of the RFP document

5.13 Evaluation of Technical Proposal and Commercial Proposal

- A two-stage procedure will be adopted for evaluation of Proposals, with the technical evaluation at first stage and financial evaluation at second stage
- Technical Proposals will be evaluated as per technical Proposal evaluation criteria and a technical score will be given to the technically qualified agencies/firms
- The commercial Proposals of only the technically qualified Agencies/firms will be opened and evaluated as per specified criteria
- Conditional Proposals are liable to be rejected

The evaluation process of the Tender, proposed to be adopted by INR is indicated under the clauses 5.14 - 5.18. The purpose of these clauses is only to provide the agencies/firms an idea of the evaluation process that INR may adopt. However, INR reserves the right to modify the evaluation process at any time during the Tender process, without assigning any reason, whatsoever and without any requirement of intimating the Agencies/firms of any such change.

5.14 Evaluation of Proposals

The Agency shall be selected through a Least Cost Bidding (LCB) process. A two-stage selection process will be adopted in evaluating the proposals. In the first stage, a technical evaluation will be carried out. In the second stage, a financial evaluation will be carried out of only the technically qualified bidders. The L1 (lowest financial quote) agency shall be selected while the L2 agency will be kept in reserve

5.15 Evaluation of Technical Proposal

Technical Proposal will be evaluated on the basis of parameters mentioned above. Only those Applicants whose Technical Proposals score 70 marks or more out of 100 marks shall qualify for further consideration of financial evaluation

5.16 Evaluation of Financial Proposals

On opening the financial bids, the Evaluation Committee shall read out the financial bids to all the technically qualified bidders and note the same. All the financial bids shall then be ranked according to the financial bid in increasing order with the bidder quoting the least amount ranked L1, bidder quoting next higher figure as L2 and so on. In case there is any tie in financial bids of one or more bidders, the bidder having the higher technical score will be given better ranking. In case the technical scores are also equal, all the technically qualified bidders shall be asked to resubmit the financial bid. However, in this case, the revised financial bids should be less than the lowest financial bid quoted earlier by the technically qualified bidders. L1 will be declared as successful bidder and his offer will be processed further.

5.17 Rectification of Errors

Arithmetical errors in the Financial Proposal will be rectified on the following basis.

- If there is a discrepancy between the unit price and the total price that is obtained by

multiplying the unit price and quantity, the unit price shall prevail and will be considered for future calculations.

- If there is a discrepancy between words and figures, the amount in words shall prevail.

Note: In any other case of discrepancy, INR reserves the right to pick the value which it considers as beneficial to the Government.

5.18 Contacting the INR

Contact by Writing: No Bidder shall contact INR on any matter relating to its Proposal, from the time of Proposal opening to the time the Contract is awarded. If the Bidder wishes to bring additional information to the notice of INR, it should be done in writing.

Rejection of Proposal: Any effort by a Bidder to influence the INR in its decisions on Proposal evaluation, Proposal comparison or contract award may result in rejection of the Bidder's Bid.

5.19 Rejection Criteria

Besides other conditions and terms highlighted in the tender document, Proposals may be rejected under following circumstances:

Pre- Qualification Rejection Criteria:

- Proposals submitted without or with improper EMD
- Proposals which do not conform to unconditional validity of the Proposal as prescribed in the Tender.
- Pre-Qualification Proposal containing commercial details
- If the information provided by the bidder is found to be incorrect / misleading at any stage / time during the tendering process.
- Any effort on the part of a bidder to influence the bid evaluation, bid comparison or contract award decisions.
- Proposals received by INR after the last date prescribed for receipt of Proposals
- Proposals without signature of person (s) duly authorized on required pages of the bid
- Proposals without power of authorization and any other document consisting of adequate proof of the ability of the signatory to bind the Bidder.
- Failure to furnish proofs for information provided.

Technical Rejection Criteria:

- Technical bid containing commercial details.
- Revelation of prices in any form or by any reason before opening the commercial bid
- Failure to furnish all information required by the RFP document or submission of a bid not substantially responsive to the tender document in every respect
- Failure to furnish proofs for information provided
- Agencies/firms not quoting for the complete scope of work as indicated in the tender documents, addendum (if any) and any subsequent information given to the bidder.
- Agencies/firms not complying with the technical and general terms and conditions as stated in the RFP Document other than the deviations
- The bidder not conforming to unconditional acceptance of full responsibility of providing

- services in accordance with the scope of work of this tender
- If the bid does not confirm to the timelines indicated in the bid

Commercial Rejection Criteria:

- Incomplete price bid
- Price Proposals that do not conform to the tender's price bid format
- Total price quoted by the bidder does not include all statutory taxes and levies applicable.

5.20 Concessions permissible under statutes

Bidder, while quoting against this tender, must take cognizance of all concessions permissible under the statutes including the benefit under Central Sale Tax Act, 1956, failing which it will have to bear extra cost where Bidder does not avail concessional rates of levies like customs duty, excise duty, sales tax, etc. INR will not take any responsibility towards this. However, INR may provide necessary assistance, wherever possible, in this regard.

5.21 Income Tax Liability

The Bidder will have to bear all Income Tax liability both corporate and personal tax.

5.22 GST Liability

The Bidder will have to bear all GST.

6. General Conditions of Contract

6.1 Ownership of Equipment

The INR shall own all the equipment, Licenses and any solution supplied by the Bidder arising out of or in connection with this Contract.

6.2 Payment

The fee amount will be equal to the amount specified in format for Tender Response - Financial Proposal Submission Form.

6.3 Delivery Schedule

The timelines are given below:

Sl.no	Deliverables	Timeline
1	Orientation, planning and story board	T+ 2 Weeks
2	On location Shoot	T+ 12 Weeks
3	First cut of 3 documentary films (7-10 minutes duration)	T+ 18 Weeks
4	Final Cut of 3 documentary films (7-10 minutes duration)	T+ 20 Weeks
5	First Cut of 3 shorter versions of each main films (2-3 minutes)	T+ 23Weeks
6	Final Cut of shorter versions of the films and submission of at least	T+ 26 Weeks

100 photographs and open editable files of all the final films produced

*T= Date of issue of Work Order

6.4 Payment Terms

Payments shall be released subject to acceptance of deliverable by the client as per the following terms:

- 10% on signing of contract
 - 15% on submission of storyboard of main films (3 numbers)
 - 25% on submission and approval of main films (3 numbers)
 - 25% on submission and approval of 3 short version films
 - 25 % on submission of open editable files of all the final films produced and submission of at least 100 photographs.
- a) Payment will be made to successful bidder as per above mentioned schedule
 - b) Penalty as per the RFP terms and conditions will be calculated and adjusted from the bill.
 - c) All payments to successful bidder will be made subject to deduction of TDS (Tax deduction at Source) as per the income Tax Act, 1961, applicable penalty and other taxes, if any, as per Government of India rules.
 - d) If there is any deficiency in the performance of contractual obligations on the part of the Bidder, the Bidder shall be liable for imposition of appropriate penalties as specified in the RFP and INR shall be entitled to deduct such penalties at source while making payment to the Bidder for the services provided as mentioned & forfeit the guarantee submitted (if required)

6.5 Penalty

- a) Failure to execute the entire contract within the project period from the date of signing of the contract will attract a penalty of 1% per 15 days (0.5% per week), on the full value of the contract up to a maximum of 10%. Delays beyond that period will be viewed as violation of the contract terms and will be dealt accordingly.
- b) The response time for attending the complaint raised by INR has to be within 48 hours and resolution time for the same has to be within the next 48 hours. Failure to comply with the above timeline will attract a penalty of Rs.1000/- per day.
- c) Any delay on the part of INR should be intimated and sorted out immediately without affecting the progress of works

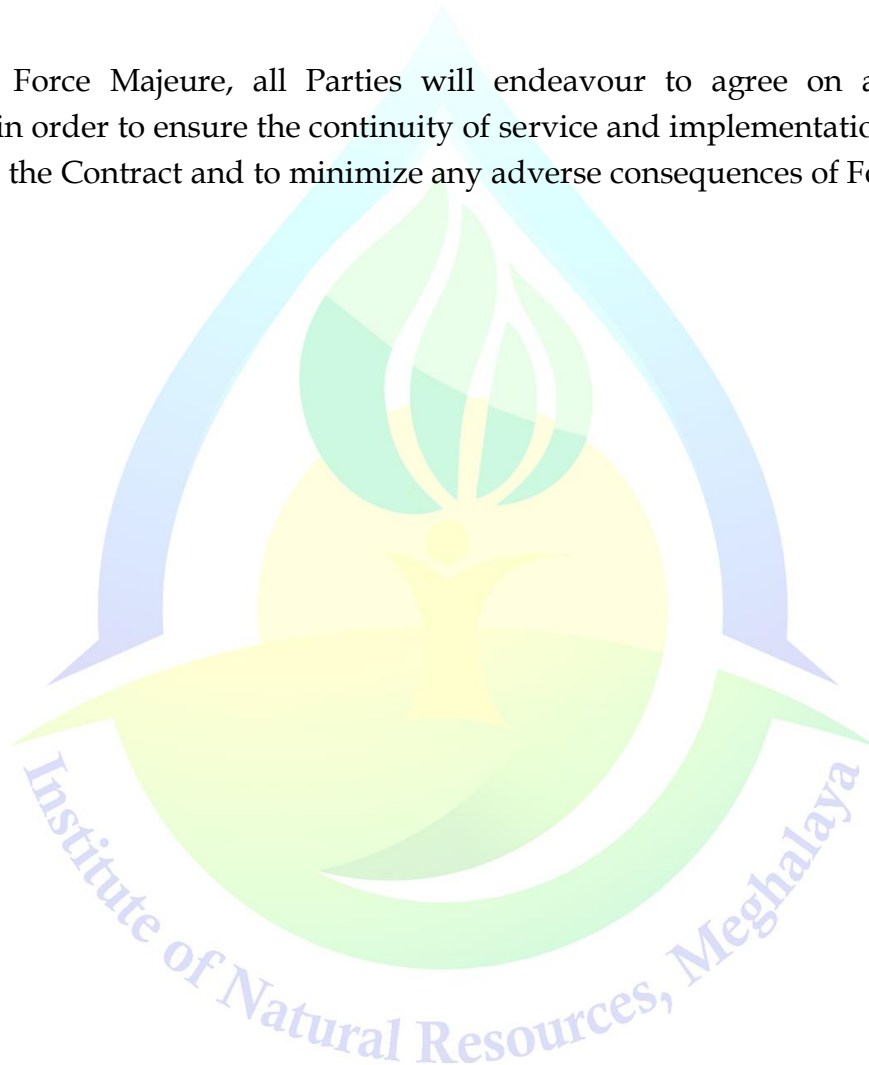
6.6 Force Majeure

Force Majeure shall not include any events caused due to acts/omissions of such Party or result from a breach/contravention of any of the terms of the Contract, Bid and/or the Tender. It shall also not include any default on the part of a Party due to its negligence or failure to implement the stipulated/proposed precautions, as were required to be taken under the Contract.

The failure or occurrence of a delay in performance of any of the obligations of either party shall constitute a Force Majeure event only where such failure or delay could not have reasonably

been foreseen or where despite the presence of adequate and stipulated safeguards the failure to perform obligations has occurred. In such an event, the affected party shall inform the other party in writing within five days of the occurrence of such event. INR will make the payments due for Services rendered till the occurrence of Force Majeure. However, any failure or lapse on the part of the bidder in performing any obligation as is necessary and proper to negate the damage due to projected force majeure events or to mitigate the damage that may be caused due to the above-mentioned events or the failure to provide adequate disaster management/recovery or any failure in setting up a contingency mechanism would not constitute force majeure, as set out above.

In case of a Force Majeure, all Parties will endeavour to agree on an alternate mode of performance in order to ensure the continuity of service and implementation of the obligations of a party under the Contract and to minimize any adverse consequences of Force Majeure.



7. Format for Response to the Tender: Pre-Qualification Proposal

This section provides the outline, content and the formats that the Agencies/firms are required to follow in the preparation of the Pre-Qualification Proposal.

Format 1 – Pre-Qualification Proposal Letter

To

.....,
.....,
.....,

Subject: Hiring of Agency/Firm for Videographic Documentation of Projects/Activities Under the Institute of Natural Resources, Meghalaya

Reference: RFP No: <RFP REFERENCE NUMBER> Dated <DD/MM/YYYY>

Sir,

We, the undersigned Agencies/firms, having read and examined in detail all the Tender documents, do hereby propose to provide the services as specified in the Tender document number <RFP REFERENCE NUMBER> Dated <DD/MM/YYYY> along with the following:

1. CONTRACT PERFORMANCE GUARANTEE BOND

We hereby declare that in case the contract is awarded to us, we shall submit the contract performance guarantee bond in the form prescribed in Annexure II of Section 10.

We hereby declare that our Proposal is made in good faith, without collusion or fraud and the information contained in the Proposal is true and correct to the best of our knowledge and belief.

We understand that our Proposal is binding on us and that you are not bound to accept a Proposal you receive.

Yours faithfully,

(Signature of the Bidder)

Printed Name:

Designation:

Seal:

Date:

Business Address:

Format 2 - General Information about the Agency/Firm

Details of the Agency/Firm (Company)				
1	Name of the Agency/Firm			
2	Address of the Agency/Firm			
3	Status of the Company (Public Ltd/ Pvt. Ltd)			
4	Details of Incorporation of the Company	Date:		
		Ref. #		
5	Details of Commencement of Business	Date:		
		Ref. #		
6	Valid Goods and Service Tax (GST) registration no.			
7	Permanent Account Number (PAN)			
8	Name & Designation of the contact person to whom all references shall be made regarding this tender			
9	Telephone No. (with STD Code)			
10	E-Mail of the contact person:			
11	Fax No. (with STD Code)			
12	Website			
13	Financial Details (as per audited Balance Sheets) (in crore)			
14	Year	2020-2021	2021-2022	2022-2023
15	Net Worth			
16	Turn Over in INR			

Format 3 - Declaration Regarding Clean Track Record

To

.....,

.....,

.....,

.....,

Sir,

I have carefully gone through the Terms & Conditions contained in the RFP Document [No.] regarding Engagement of an Agency/Firm for Videographic Documentation of Projects/Activities under The Institute of Natural Resources, Meghalaya. I hereby declare that my company has not been debarred/black listed by any Government/Semi-Government organizations in India. I further certify that I am competent officer in my company to make this declaration.

Yours faithfully,

(Signature of the Bidder)

Printed Name

Designation

Seal Date:

Business Address:



8. Format for Response to Tender: Technical Proposal

Format 1 – Technical Proposal Letter

To

.....,
.....,
.....,
.....,

Subject: Engagement of an Agency/Firm for Videographic Documentation of Projects/ Activities Under the Institute of Natural Resources, Meghalaya

Reference: RFP No:<RFP Reference Number>Dated <dd/mm/yyyy>

Sir,

We, the undersigned Agency/Firm, having read and examined in detail all the Tender documents do hereby propose to provide the services as specified in the Tender document number <Tender Reference Number>Dated <dd/mm/yyyy>along with the following:

1. Deviations

We declare that all the services shall be performed strictly in accordance with the Tender documents except for the variations, assumptions and deviations, all of which have been detailed out exhaustively in the following statements, irrespective of whatever has been stated to the contrary anywhere else in our Tender:

- Statement of Deviations from Tender Terms and Conditions is as specified in General Terms and Conditions

Further, we agree that additional conditions or assumptions, if any, found in the Tender documents other than those stated in deviation schedule shall not be given effect to.

2. Contract Performance Guarantee Bond

We hereby declare that in case the contract is awarded to us, we shall submit the Contract Performance Guarantee Bond in the form prescribed in the RFP.

3. Proposal Validity Period

We agree to abide by this Bid for a period of 120 days after the date fixed for Proposal opening or for any further period for which Proposal validity has been extended and it shall remain binding upon us and Proposal may be accepted at any time before the expiration of that period.

We hereby declare that our Proposal is made in good faith, without collusion or fraud and the information contained in the Proposal is true and correct to the best of our knowledge and belief.

We understand that our Proposal is binding on us and that you are not bound to accept a Proposal you receive.

Yours faithfully,

(Signature of the Bidder)

Printed Name

Designation

Seal Date:

Business Address:

Format 2- Deviations from Tender Terms & Conditions

The given format should be followed while marking out the deviations from Tender terms and conditions:

Sl. No.	Section No.	Clause No.	Page No.	Statement of deviations and variations.	Remarks
1					
2					
3					
4					
5					
6					

Format 3 - Project Experience Details

Sl. No.	Item	Details
General Information		
1	Customer Name/Government Department	
2	Name of the Contact Person and Contact details for the project	
Brief description of scope of project		
Size of the project		
3	Contract Value of the project (in crore)	
4	Capital Expenditure involved (by the govt./ client)	
5	Total cost of the services provided (by the Bidder)	
6	Please provide copies of Work Order or Certificate of Completion.	
Project Details		
8	Name of the project	
9	Start Date and End Date	
10	Current Status (work in progress, completed)	
11	Contract Tenure	
12	No. of locations	
13	Man-month effort involved	
14	Type of Project	
15	Solution architecture deployed & core Components	
16	Scope	
17	Any other necessary information	

9. Financial Proposal

{Notes to Consultant shown in brackets { } provide guidance to the Consultant to prepare the Financial Proposals; they should not appear on the Financial Proposals to be submitted.}

Form FIN - 1 FINANCIAL PROPOSAL SUBMISSION FORM

Date

To: [Name and address of Client]

Subject: Hiring of agency/firms for videography services for the institute of Natural Resources, Meghalaya.

Dear Sirs:

We, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal.

Our attached Financial Proposal is for the amount of {Indicate the corresponding to the amount(s) currency(ies)}{Insert amount(s) in words and figures}, [Insert "including" or "excluding"] of all indirect local. The estimated amount of local indirect taxes is {Insert currency} {Insert amount in words and figures} which shall be confirmed or adjusted, if needed, during negotiations. Our Financial Proposal shall be valid and remain binding upon us, subject to the modifications resulting from Contract negotiations, for the period of time specified.

Commissions and gratuities paid or to be paid by us to an agent or any third party relating to preparation or submission of this Proposal and Contract execution, paid if we are awarded the Contract, are listed below:

Name and Address of Agents	Amount and Currency	Purpose of Commission or Gratuity
----------------------------	---------------------	-----------------------------------

{If no payments are made or promised, add the following statement: "No commissions or gratuities have been or are to be paid by us to agents or any third party relating to this Proposal and Contract execution."}

We understand you are not bound to accept any Proposal you receive.

We remain, Yours

sincerely,

Signature (of Consultant's authorized representative) {In full and initials}:

Full name: {insert full name of authorized representative}

Title: {insert title/position of authorized representative}

Name of Consultant (company's name or JV's name):

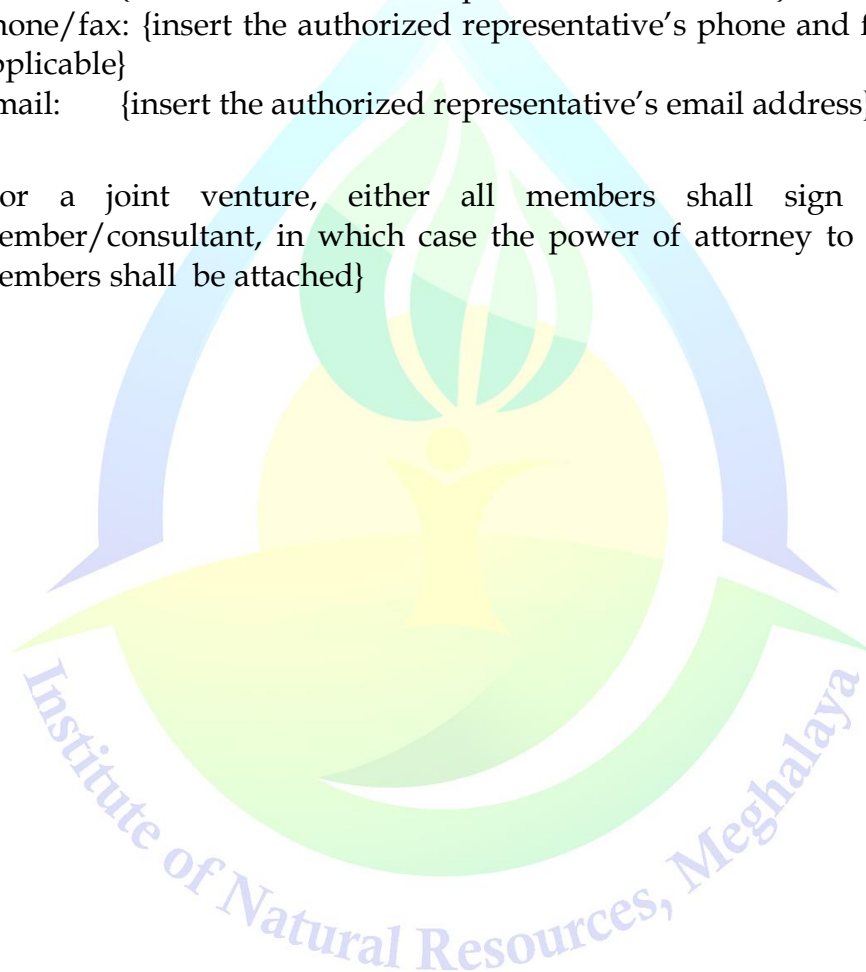
Capacity: {insert the person's capacity to sign for the Consultant}

Address: {insert the authorized representative's address}

Phone/fax: {insert the authorized representative's phone and fax number, if applicable}

Email: {insert the authorized representative's email address}_____

{For a joint venture, either all members shall sign or only the lead member/consultant, in which case the power of attorney to sign on behalf of all members shall be attached}



FORM FIN - 2

Item	BREAKDOWN OF COSTS
	The Consultant must state the proposed Costs of the financial proposal in the client's country currency (Local currency) Indian National Rupees; INR
Cost of the Financial Proposal	
(1) Remuneration	
(2) Reimbursable	
Total Cost of the Financial Proposal:	
Indirect Local Tax Estimates – to be discussed and finalized at the negotiations if the Contract is awarded	
(i) <i>{insert type of tax: e.g., GST tax}</i>	
(ii) <i>{insert type of tax}</i>	
Total Estimate for Indirect Local Tax:	

Footnote: Payments will be made in the currency (ies) expressed above

Annexure

10. Annexure - I: Bidding Document Acknowledgement Form

To

Dated:

.....,
.....,
.....,
.....,

Dear Sir,

We hereby acknowledge receipt of a complete set of Bidding Documents consisting of Annexure (along with their Appendices) enclosed to the "Invitation for Bid" pertaining to providing of _____ services against tender no..... .

We have noted that the closing date for the receipt of the tender by the INR is _____ at <> hrs. (IST) and opening at <> hrs. (IST) on the same day.

We guarantee that the contents of the above said Bidding Documents will be kept confidential within our organization and text of the said documents shall remain the property of the INR and that the said documents are to be used only for the purpose intended by the INR.

Our address for further correspondence on this tender will be as under:

Tel. No:

Fax. no: Telephone no:

Personal attention of:

(if required)

Yours faithfully,

(Bidder)

Note: This form should be returned along with offer duly signed

10.1 Annexure - II: Proforma of Bank Guarantee towards Performance Security

PERFORMANCE GUARANTEE

Ref. No. _____ Bank Guarantee No. _____

Dated _____

To

.....,
.....,
.....,
.....,

Dear Sir,

1. In consideration of The Institute of Natural Resources, Meghalaya (INR), having its office at 3rd Floor, Shalom Building, Lower Lachumiere, Shillong-793001 (hereinafter referred to as 'INR', which expression shall, unless repugnant to the context or meaning thereof, include all its successors, administrators, executors and assignees) after receipt of the work order dated with M/s _____ having its _____ registered/head office at _____ (Hereinafter referred to as the 'CONTRACTOR') which expression shall, unless repugnant to the context or meaning thereof include all its successors, administrators, executors and assignees) and INR having agreed that the CONTRACTOR shall furnish to INR a performance guarantee for Indian Rupees.....for the faithful performance of the entire CONTRACT.
2. We (name of the bank) _____ registered under the laws of _____ having head/registered office at _____ (hereinafter referred to as "the Bank", which expression shall, unless repugnant to the context or meaning thereof, include all its successors, administrators, executors and permitted assignees) do hereby guarantee and undertake to pay immediately on first demand in writing any /all moneys to the extent of Indian Rupees. (in figures) _____ (Indian Rupees (in words) _____) without any demur, reservation, contest or protest and/or without any reference to the CONTRACTOR. Any such demand made by INR on the Bank by serving a written notice shall be conclusive and binding, without any proof, on the bank as regards the amount due and payable, notwithstanding any dispute(s) pending before any Court, Tribunal, Arbitrator or any other authority and/or any other matter or thing whatsoever, as liability under these presents being absolute and unequivocal. We agree that the guarantee herein contained shall be irrevocable and shall continue to be enforceable until it is discharged by INR in writing. This guarantee shall not be determined, discharged or affected by the liquidation,

winding up, dissolution or insolvency of the CONTRACTOR and shall remain valid, binding and operative against the bank.

3. The Bank also agrees that INR at its option shall be entitled to enforce this Guarantee against the Bank as a principal debtor, in the first instance, without proceeding against the CONTRACTOR and notwithstanding any security or other guarantee that INR may have in relation to the CONTRACTOR's liabilities.
4. The Bank further agrees that INR shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said CONTRACT or to extend time of performance by the said CONTRACTOR(s) from time to time or to postpone for any time or from time-to-time exercise of any of the powers vested in INR against the said CONTRACTOR(s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said CONTRACTOR(s) or for any forbearance, act or omission on the part of INR or any indulgence by INR to the said CONTRACTOR(s) or any such matter or thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.
5. The Bank further agrees that the Guarantee herein contained shall remain in full force during the period that is taken for the performance of the CONTRACT and all dues of INR under or by virtue of this CONTRACT have been fully paid and its claim satisfied or discharged or till INR discharges this guarantee in writing, whichever is earlier.
6. This Guarantee shall not be discharged by any change in our constitution, in the constitution of INR or that of the CONTRACTOR.
7. The Bank confirms that this guarantee has been issued with observance of appropriate laws of the country of issue.
8. The Bank also agrees that this guarantee shall be governed and construed in accordance with Indian Laws and subject to the exclusive jurisdiction of Indian Courts of the place from where the purchase CONTRACT has been placed.
9. Notwithstanding anything contained herein above, our liability under this Guarantee is limited to Indian Rupees (in figures) (Indian Rupees (in words)) and our guarantee shall remain in force until . (Indicate the date of expiry of bank guarantee) Any claim under this Guarantee must be received by us before the expiry of this Bank Guarantee. If no such claim has been received by us by the said date, the rights of INR under this Guarantee will cease. However, if such a claim has been received by us within the said date, all the rights of INR under this Guarantee shall be valid and shall not cease until we have satisfied that claim.

In witness whereof, the Bank through its authorized officer has set its hand and stamp on this.....day of20 at.....
WITNESS NO. 1

(Signature)

Full name and official
Address (in legible letters)

(Signature)

Full name, designation and
address (in legible letters)
with Bank stamp

WITNESS NO. 2

(Signature)

Full name and official
Address (in legible letters)

Attorney as per power of
Attorney No.....
Dated.....

