



Tender Notice No. BARTI/Camera supply/02/2015-16

Dated: 30.09.2015

DETAILED TENDER DOCUMENT

Empanelment for supply of Cameras and Cameramen

Sealed Tenders are invited in two bid system (Technical Bid & Price Bid) for empanelment to supply specified Cameras and Cameramen for video shootings in Nagpur, Nashik, Aurangabad & Amravati Division (Nagpur, Bhandara, Gondia, Wardha, Chandrapur, Gadchiroli, Nashik, Dhule, Nandurbar, Jalgaon, Ahmednagar, Jalna, Hingoli, Nanded, Parbhani, Beed, Latur, Osmanabad, Buldana, Akola, Washim and Yavatmal districts). Interested Agencies / Companies / Individuals can send their **Technical Bid & Price Bid** in separate sealed envelopes, put into outer bigger sealed envelope, duly super scribed as **"Tender for Empanelment to supply Cameras and Cameramen"**

Last date for receiving Tender along with all requisite documents is **13th October, 2015 by 3.00 pm**

Date of opening of Technical Bid is **13th October, 2015 at 3.30 p.m.**

INSTRUCTIONS TO BIDDERS

1. Bid Process

The bidder has to submit a bid for empanelment to supply the specified cameras and cameramen for video shooting in Nagpur, Nashik, Aurangabad & Amravati Division on notice from BARTI.

The Bids are to be submitted in triple sealed covers. The first inner sealed cover will contain the Technical Bid consisting of all details, save and except the price. This cover will be clearly super scribed as **"Technical Bid for Empanelment to supply Cameras and Cameramen"**

The second sealed inner cover will contain only the price duly filled in and signed and must be clearly super scribed as **“Price Bid for Empanelment to supply Cameras and Cameramen”**

These two covers shall be put into outer cover and sealed. The outer cover must bear the Tender Number and super scribed as **“Tender for Empanelment to supply Cameras and Cameramen”** and addressed to the Director General, BARTI as under:

To,

**The Director General,
Dr. Babasaheb Ambedkar Research and Training Institute (BARTI),
28-Queen’s Garden,
Camp,
Pune - 411001.**

2. Technical Bid

The bidder has to submit the following documents in the Technical Bid.

- Profile of the bidder
- Technical Bid Form as per **Part – A**
- Tender Fee of Rs. 5,000/- by demand draft of Rs. 5,000/-, drawn in favour of Director General, Dr. Babasaheb Ambedkar Research and Training Institute, Pune.
- Earnest Money of Rs. 10,000/- by demand draft of Rs. 10,000/-, drawn in favour of Director General, Dr. Babasaheb Ambedkar Research and Training Institute, Pune.
- PAN Card copy
- Copy of Service Tax Registration / Registration Certificate (Shop & Establishment)
- Income Tax Returns for the Financial year 2013 -2014 & 2014-2015
- Specifications of the cameras and the numbers of such cameras the bidder can make available on hire basis to BARTI on a notice of 24 hours.
- Scanned copies of all the relevant documents must be attached with the Technical Bid form.
- Other documents as mentioned in the Annexure referred above

3. Price Bid

Price Bid should contain only Price Bid as per **Part – B**. Amount quoted therein must be for the hire of one camera and one cameraman together and should be written in words as well as in figures.

4. Tender Fee

The tender fee of Rs 5,000/- to be paid by depositing demand draft of Rs. 5,000/- drawn in favour of Director General, Dr. Babasaheb Ambedkar Research and Training Institute, Pune.

5. Scope of Work

As per Annexure – 1

6. Earnest Money Deposit (EMD)

The bidder will have to deposit EMD of Rs. 10,000/- by depositing demand draft of Rs. 10,000/- drawn in favour of Director General, Dr. Babasaheb Ambedkar Research and Training Institute, Pune. The EMD of unsuccessful bidders will be refunded at the earliest.

7. Technical Specification

Cameras to be supplied must be out of the following models or equivalent, or of higher specifications. The cameramen to be deployed to do the video shooting must be competent enough to shoot using that camera.

1. Sony PMW EX 3 Camcorder
2. Sony PMW EX 1 Camcorder
3. Sony HXR-NX5 NXCAM AVCHD Camcorder
4. Canon 5D
5. Canon 7D
6. Nikon D 7200
7. Panasonic AG-HPX250
8. Sony PMW Z7
9. Any other camera of equivalent, or of higher specifications

8. Opening of Bid

The tenders received within schedule date & time will be opened in the presence of bidders / authorized representatives and will be scrutinized by the committee appointed by the Director General, BARTI, Pune. The technical bids will be opened first and evaluated based on the documents and forms submitted in the technical bid. The price bids of the bidders who are qualified technically shall be opened subsequently.

If any discrepancies exist in Price Bid, between price quoted in words and figures, the Price quoted in words will be considered as final.

9. Terms of Payment:

No advance payment will be made for supply of cameras and cameramen. No price escalation on any account will be granted during the contract period.

10. Schedule of Payment:

- i. 100% of payment after handing over the raw footage in the hard disk given by BARTI and after verification of the footage by BARTI.
- ii. 10% TDS will be applicable.

11. Effective Date of Contract:

The contract shall come into effect on the date of signatures of both the parties on the contract (Effective Date) and shall remain valid for the next 6 months or until the completion of the obligations of the parties under the contract.

12. Termination of Contract:

The Director General, BARTI, Pune shall have the right to terminate the Contract in part or in full at anytime without giving any notice.

The successful bidder shall also have the right to terminate the contract by giving 15 days notice to the Director General, BARTI.

13. Penalties:

After acceptance of the order from BARTI, for supply of camera and cameramen on particular day and time, if the bidder fails to supply the cameras and cameramen or if the shooting is missed in part or whole because of any reason including failure of machine or any other technical reason, the bidder will have to pay an amount of Rs. 10,000/- as compensation to BARTI, failure to which the EMD deposit will be confiscated and the amount will not be refunded to the bidder, and the contract will be terminated with immediate effect.

14. Copyright

Director General, Dr Babasaheb Ambedkar Research & Training Institute (BARTI), Pune shall hold proprietary rights on the use, marketing of the raw footage or edited video spot and all shooting materials. All raw data must be handed over to the Director General, Dr Babasaheb Ambedkar Research & Training Institute (BARTI), Pune immediately upon completion of the shooting work. The bidder shall surrender the Intellectual Property Rights to BARTI and will not use any part of the raw or edited footage without prior permission of Director General, BARTI.

15. Rights

The Director General, Dr. Babasaheb Ambedkar Research & Training Institute (BARTI), Pune reserves the right to accept /modify/reject any or all tender/s without assigning any reasons whatsoever.

16. Terms and conditions of the contract

- i) The Director General, BARTI, Pune reserves the right to accept/modify/reject any or all tender/s without assigning any reason.

- ii) Based on evaluation of Technical bid & Price bid by the committee appointed by Director General, BARTI. The Director General, BARTI will empanel the suitable bidders for supply of cameras and Cameramen for various video shootings in Nagpur, Nashik, Aurangabad & Amrawati Division. Location of shooting will be informed by BARTI to the bidder. The bidder will have to inform BARTI immediately whether he /she is in a position to supply the requisite number of cameras and cameramen at the designated spot, before the designated time of shooting. If the bidder is not in the position to supply the cameras and cameramen in time, as per the requirement, another empanelled bidder will be asked for this supply. Director General, BARTI or his authorised representative will have full right to select any one from the empanelled bidders for supply of cameras and cameramen.

- iii) The Director General, BARTI, Pune shall have the right to terminate the Contract in part or in full at anytime without giving any notice.

- iv) The rates offered shall be valid for a period of 6 months.

- v) The bidder should have its Registration/PAN/Service Tax /Sales Tax/TAN number (as the case may be)

- vi) The evaluation of the shooting work done by the bidder, as on date, will be done by the committee appointed by Director General, BARTI.

- vii) Other Terms and Conditions of the contract will be mainly on the lines of subjects covered in this Tender document, including Annexure and the PARTS.

17. In case of any difference of interpretation, the clarification provided by Director General, BARTI will be final and binding.

SCOPE OF WORK

- 1.** To supply cameras of particular specifications as mentioned in point 3 below and qualified cameramen on demand from BARTI. Supply of specified cameras and cameramen will have to be at any place in Nagpur, Nashik, Aurangabad & Amrawati Division. The bidder will have to submit the specifications of the cameras that he/she wants to supply on demand from BARTI. This detail has to be furnished by the bidder along with technical Bid.
- 2.** For shooting in Nagpur, Nashik, Aurangabad & Amrawati travel arrangements, food, etc, of cameramen and camera will have to be made by the bidder. In case of the shootings in places outside Nagpur, Nashik, Aurangabad & Amrawati, transport from Pune BARTI office will be arranged by BARTI.
- 3.** The cameras to be provided on rental basis must be out of the following specifications or equivalent, or of higher specifications:
 1. Sony PMW EX 3 Camcorder
 2. Sony PMW EX 1 Camcorder
 3. Sony HXR-NX5 NXCAM AVCHD Camcorder
 4. Canon 5D
 5. Canon 7D
 6. Nikon D 7200
 7. Panasonic AG-HPX250
 8. Sony PMW Z7
 9. Any other camera of equivalent, or of higher specifications

4. Hire Charges:

Hire charges must be mentioned as per the format of the Price Bid (PART-B).

5. Time Frame:

BARTI will register the demand of cameras and cameramen with the bidder by giving 24 hours notice by E-Mail/SMS. Supply of cameras and cameramen by the bidder will have to be made within 24 hours of notice. Raw footage should be submitted to BARTI immediately after finishing the shooting.

6. Location of shooting:

Location of shooting will be informed by BARTI to the bidder. The bidder will have to inform BARTI immediately whether he /she is in a position to supply the requisite number of cameras and cameramen at the designated spot, before the designated time of shooting. If the bidder is not in the position to supply the cameras and cameramen in time, as per the requirement, another empanelled bidder will be asked for this supply. Director General, BARTI or his authorised representative will have full right to select any one from the empanelled bidders for supply of cameras and cameramen.

7. Deliverable Items:

Total footage of shooting in the hard disk supplied by BARTI

8. Acceptance of the footage:

- i. After completion of the video shooting, the bidder shall deposit the footage to BARTI in the hard disk (supplied by BARTI) and the bidder should get acknowledgment from BARTI.
- ii. The shooting will have to be done as per the instructions of BARTI.
- iii. The video footage shall be considered as complete only after final acceptance of the footage by BARTI.

9. Technical defects

The bidder shall be responsible for:

- Technical defects in the video footage.
- Non working of camera because of any technical or other reasons.
- Unsatisfactory workmanship.
- Inadequate or improper Shooting coverage.

If it is found that, the camera/s being used for shooting is/are not of the quality and specifications mentioned in the bid or /and the cameramen is/are not qualified as mentioned in the bid, BARTI will have the right to recover an amount of Rs. 25,000/- per unit of one camera and one cameraman, as compensation against loss to BARTI from the bidder.

PART – A

TECHNICAL BID

(To be submitted on Bidder letter-head)

Tender for empanelment of agencies/companies/individuals for supply of specified Cameras and Cameramen on hire basis for video shooting in Nagpur, Nashik, Aurangabad & Amrawati Divisions.

Date:

To
The Director General,
Dr Babasaheb Ambedkar Research & Training Institute (BARTI), Pune
28 Queens Garden, Camp, Pune 411 001.

I / We hereby offer to submit the Bid for Empanelment to supply specified “**Cameras and Cameramen**”, as per tender reference number **BARTI/Camera supply/01/2015-16 Dated 30th September, 2015**

I / We have read, and understood the contents of the tender and further state that I / We unconditionally accept and abide by the terms & conditions specified therein.

Technical Bid Form

Sr. No.	Item	Details
1	Name of the Bidder/ Applicant	
2	Details about head office and other office/s of bidder : 1. Address 2. Phone No. 3. Fax 4. E-mail ID 5. Website 6. Contact Person 7. Mobile No. of the Contact Person 8. E-mail ID of the contact person	

3	Status of bidder [Proprietorship / Partnership / Pvt. Ltd. Co. or Public Ltd. Co./Others (specify)]	Registration certificate should be enclosed		
4	Details about the Partners (Name, designation, expertise, relevant experience etc. Of all mentioned)			
5	Copy of Memorandum of Association/ Article of Association of the bidder, if any (if applicable, attested Xerox copies must be attached)			
6	Income of the Bidder during the last two financial year 2013-14 & 2014-15, (Attach copies of the income Tax returns of all these years two financial years)			
7	Service Tax / PAN /Sales Tax / TAN number (as the case may be)			
8	Details of camera which the bidder wants to supply on hire basis. (Bidder can attach a separate sheet in case the space provided here is not enough)	Sr. No	Specifications of camera/s	No. Of cameras
		1		
		2		
		3		
		4		
		5		
		6		
		7		
		8		
		9		
		10		
		11		
		12		
9	Video shooting or film making experience of the bidder.			
10	Number of qualified cameramen the bidder is having (either his/her own or by hiring the freelancers as and when required).			

11	Whether the bidder has tie up with other companies / individuals to get the services of cameramen, on demand.	
12	Letter of guarantee from the bidder that the bidders would pay the compensation to the BARTI, in case of technical defects in the video footage, unsatisfactory workmanship and Inadequate or improper shooting coverage or missing of shooting in part or whole because of not making the Camera and Cameramen available in time or because of technical or any other reasons.	

Undertaking:

I / We, the undersigned, do hereby declare that the above stated information & detail are based on the genuine documents and they are true and correct. I / We have enclosed the attested copies of the requisite documents as mentioned in point 2, under the heading Instructions to Bidders and other parts of the Tender Document.

Date

Signature and Seal of the bidder

PART - B

PRICE BID

Tender for empanelment of agencies/companies/individuals for supply of specified Cameras and Cameramen on hire basis for video shooting in Nagpur, Nashik, Aurangabad & Amrawati Divisions.

Date:

To
The Director General,
Dr Babasaheb Ambedkar Research & Training Institute (BARTI), Pune
28 Queens Garden, Camp, Pune 411 001.

I / We hereby offer to submit the Price Bid for Empanelment to supply specified “**Cameras and Cameramen**”, as per tender reference number **BARTI/Camera supply/01/2015-16 Dated 30th September, 2015**

I / We have read, and understood the contents of the tender and further state that I / We unconditionally accept and abide by the terms & conditions specified therein.

I / We submit the Price Bid as under:

Sr. No.	Specifications of cameras to be supplied to BARTI	Charges per unit (one camera and one cameraman) including service Tax	
		Charges for half shift (4 hours).	Charges for full shift (8 hours).
1			
2			
3			
4			

5			
6			
7			
8			
9			
10			
11			
12			
Total Charges (amount in figures)			
Total Charges (amount in words)			

Date

Signature and Seal of the bidder

Note:

- 1) Amount quoted must be written in words as well as in figures.
- 2) Any discrepancy in the figure and words or total, the amount mentioned in words will be taken as final.