



Dr. Babasaheb Ambedkar Research and Training Institute, Pune
(Autonomous Institute of the Department of Social Justice & Special Assistance, Govt. of Maharashtra)
28, Queen's Garden, Camp, Pune-411001

Tender Notice No. BARTI/video editing/01/2015-16

Dated: 14.10.2015

DETAILED TENDER DOCUMENT

Empanelment for providing video editing studio and/ or video editor(s) services

Sealed Tenders are invited in two bid system (Technical Bid & Price Bid) for empanelment for providing video editing studio and/or video editor(s) services for editing various video shootings of BARTI. 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 for providing video editing studio and/or video editor(s) services"**

Last date for receiving Tender along with all requisite documents is **23rd October, 2015 by 3.00 pm**

Date of opening of Technical Bid is **23rd October, 2015 at 3.30 p.m.**

INSTRUCTIONS TO BIDDERS

1. Bid Process

The bidder has to submit a bid for empanelment for providing the specified video editing studio and/or video editor(s) services for editing various video shootings done by 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 for video editing studio and/or video editor(s) services"**

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 offer video editing studio services and/or video editor(s)**")

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 video editing studio services and/or video editor(s)**") 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
- CV of the bidder in case of an editor
- 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) where and if applicable.
- Income Tax Returns for the Financial year 2013 -2014 & 2014-2015 where and if applicable.
- Specifications of the editing console 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 tender Document.

3. Price Bid

Price Bid should contain only Price Bid as per **Part – B**. Amount quoted therein must be for one hour charge for providing the services of video editing studio with one video editor, both together and should be written in words as well as in figures.

4. Tender Fee

The tender fee of Rs 5,000/- is 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

Video editing studios to be hired must be of the following specifications or equivalent, or of higher specifications.

The video editors bidding or to be deployed to edit on these consoles must be competent enough to edit on specified consoles and editing software.

Computer for Video Editing should be minimum of following specifications:

- Intel_i7 or Xeon E3/E5
- 12 GB RAM 1600 MHz+
- GTX or Quadro, with a minimum RAM of 2 GB
- Resolution of 1920 x 1080 or higher
- 256 GB SSD for OS and Apps
- 128 GB SSD for Cache
- 1 TB 7,200 rpm drive for testing, temporary files, emergencies, etc.
- Motherboard with SATA III, USB 3.0 and at least 4 slots for RAM
- Windows_7_Pro 64-bit or Mac OS X Mountain Lion

All NLEs (Non-linear editing software) must have following minimum specifications:

- Adobe Premiere Pro CS6
- Apple FCP-X
- Avid Media Composer 6.5
- Sony Vegas Pro 12
- Autodesk Smoke 2013
- Grass Valley Edius Pro 6.5

Effects and Finishing Software must be of following minimum specifications:

- Adobe After Effects CS6
- Apple Motion 5
- Nuke v7.04

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 towards charges for video editing studio services and video editors. 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 original / raw footage, final edited video in specified media and after verification of the video 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 offer of providing Video editing studio services and/or video editor(s) for a particular project, if the bidder fails provide the video editing studio services and/or the service of video editors or if the editing is not done as per instructions from BARTI, 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 videos and all shooting materials. All raw data and edited videos must be handed over to the Director General, Dr Babasaheb Ambedkar Research & Training Institute (BARTI), Pune immediately upon completion of the editing 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 providing the Video editing studio services and/or video editor(s) services for various video shooting projects, from BARTI to the bidder. The bidder will have to inform BARTI immediately whether he /she is in a position to provide the requisite video editing studio services and/or video editor(s) services, before the designated time of starting the editing job. If the bidder is not in the position to provide the Video editing studio services and/or video editor(s) in time, as per the requirement, another empanelled bidder will be asked for this. Director

General, BARTI or his authorised representative will have full right to select any one from the empanelled bidders to provide video editing studio services and/or video editor(s).

- 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.
- 18.** Director General, BARTI reserves the right to shortlist / select / accept / reject any or all the Bid, without assigning any reason.
- 19.** Director General, BARTI reserves the right to terminate / cancel the tendering process at any stage and even after selection of Bidder without assigning any reason.
- 20.** The Director General, BARTI reserves right to terminate the Bidder, any time without giving any prior notice or reason.
- 21.** The decision of the Director General, BARTI will be Final in all matters relating to the selection of Bidder and acceptance of bid amount through negotiations.

SCOPE OF WORK

- 1.** To provide Video editing studio services and/or video editor(s) on demand from BARTI. The bidder will have to submit the specifications of the video editing console and software that he/she wants to offer on demand from BARTI and CV in the case of video editors. These details have to be furnished by the bidder along with technical Bid.
- 2.** The video editing studios to be provided on rental basis must be equipped with hardware and software of the following specifications or equivalent, or of higher specifications:

Requirement of Basic Specifications for a Computer for Video Editing

- Intel_i7 or Xeon E3/E5
- 12 GB RAM 1600 MHz+
- GTX or Quadro, with a minimum RAM of 2 GB
- Resolution of 1920 x 1080 or higher
- 256 GB SSD for OS and Apps
- 128 GB SSD for Cache
- 1 TB 7,200 rpm drive for testing, temporary files, emergencies, etc.
- Motherboard with SATA III, USB 3.0 and at least 4 slots for RAM
- Windows_7_Pro 64-bit or Mac OS X Mountain Lion

Minimum Requirements for all NLEs (Non-linear editing software).

- Adobe Premiere Pro CS6
- Apple FCP-X
- Avid Media Composer 6.5
- Sony Vegas Pro 12
- Autodesk Smoke 2013
- Grass Valley Edius Pro 6.5

Minimum Requirements for Effects and Finishing Software:

- Adobe After Effects CS6
- Apple Motion 5
- Nuke v7.04

Video editors to be considered must be able to work of the specified console and software

3. Hire Charges:

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

4. Time Frame:

BARTI will register the demand of video editing studio services and/or video editor(s) with the bidder by giving 24 hours notice by E-Mail/SMS. Services of Video editing studio services and video editors by the bidder will have to be made within 24 hours of notice.

5. Deliverable Items:

- Final edited video as per directions given by BARTI
- Total raw footage of shooting given for editing in the hard disk supplied by BARTI

6. Acceptance of the footage:

- i. After completion of the video editing, the bidder shall deposit the edited videos and raw footage to BARTI representative and the bidder should get acknowledgment from BARTI.
- ii. The editing will have to be done as per the instructions of BARTI or an appointed video director.
- iii. The video editing shall be considered as complete only after final acceptance of the edited videos by BARTI.

7. Technical defects

The bidder shall be responsible for:

- Technical defects in the edited video.
- Unsatisfactory editing.

PART – A

TECHNICAL BID

(To be submitted on Bidder letter-head)

Tender for empanelment of agencies/companies/individuals for providing specified Video editing studio services and/or video editor(s) services on hire basis for editing various video shootings of BARTI

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 offer specified “**Video editing studio services and/or video editor(s) services**”, as per tender reference number **BARTI/video editing/01/2015-16, Dated 14th October, 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 video editing studio which the bidder wants to provide on hire basis and/or qualifications of the video editor(s) (Bidder can attach a separate sheet in case the space provided here is not enough)	
9	Video editing experience of the bidder.	
11	Whether the bidder has tie up with other companies / individuals to get the services of video	

	editing studios, 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 edited video and unsatisfactory editing.	

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 providing specified Video editing studio services and/or video editor(s) services on hire basis for various video editing projects of BARTI.

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 offer specified “**Video editing studio services and/or video editor(s) services**”, as per tender reference number **BARTI/ video editing/01/2015-16, Dated 14th October, 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.	Particulars	Charges per hour including service Tax
1	Video editing studio to be hired by BARTI	
2	Video Editor	
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.