

ALL INDIA INSTITUTE OF MEDICAL SCIENCES
Bilaspur, Himachal Pradesh

No. AIIMS-BLS/(G)/2024/NIQ/

Dated:

NOTICE INVITING QUOTATION

Password protected are invited (Technical and Financial bids in separate files) from reputed, experienced and financially sound agencies for production of Short Video Clip of about 3-5min duration about AIIMS Bilaspur (H.P.) as mentioned in scope of work & Task & Responsibilities (**Annexure - 1**). "Technical and Financial" should be sent on email id: Storeofficer@aiimsbilaspur.edu.in before 19-02-2024 up to 11:00 A.M in separate PDF files and files to be named as "Technical bid and Financial bid" separately. The Financial bid must be password protected. The mail has to be sent with the subject "**Quotation No. AIIMS-BLS/Stores/2024/NIQ/** for production of Short Video Clip about AIIMS Bilaspur. The bids will be opened in the presence of parties or their authorized representatives at 2.30 P.M on the same day in the office chamber of the undersigned. Financial bids will be opened only for the bidders, whose Technical Bids have been found to be acceptable.

The parties willing to participate in the tender should fulfil following conditions:-

1. The agency should have minimum two similar experience (work order to be enclosed) of production of short video clips of 3-5 min in full HD quality with INIs such as AIIMS, IITs, IIMs, IIITs, NITs etc. since last three calendar years.
2. Agency shall have to provide soft copy of sample of their previous work of similar nature in form of video link along with the bid.
3. The bidder should not have been declared blacklisted by PSUs/Govt. Organizations.
4. The agency should have at least a turnover of not less than 10 Lacs per annum during the last three financial years.
5. Should have PAN and GST registration.
6. Bidder is required to forward the documents required in Technical bid duly self-certified, stamped and paginated, incomplete documents liable to be rejected without assigning any reason.
7. The bidder should sign and stamp each page of quotation document as a token of acceptance of the terms & conditions contained therein and submit the same along with the bid.
8. All the documents should be paginated with index giving all the details with page No.

Other terms and conditions will be as follows: -

1. Supply will be F.O.R. at AIIMS-Bilaspur
2. The firm shall not assign or sublet the work/job or any part of it to any other firm.
3. Billing will be in the name of Executive Director, AIIMS-Bilaspur. Payment will be made after the item has been received, inspected & accepted. No advance payment will be made at any stage.
4. Taxes at other government levies will be paid extra as applicable.
5. Venue for quotation opening shall be in conference hall of Procurement & Stores Department, Academic Block, AIIMS Bilaspur, Kothipura, Bilaspur, Himachal Pradesh PIN- 174001.
6. For any query regarding NIQ you can email to storeofficer@aiimsbilaspur.edu.in.

PENALTY CLAUSE/LIQUIDATED DAMAGES

In case of non-compliance with any of the terms of the contract or delay in executing services on the part of the bidder, penalty @5% of the total contract value will be deducted from the bidder's bill without prejudice to other terms and conditions of the order.

In case of any damage to the property of AIIMS Bilaspur, bidder has to pay in full of the price of damaged property.

OWNERSHIP AND CONTENT RIGHTS

- The Licensed and/or copyrighted data shall be governed by the terms and conditions identified in the Contract and AIIMS Bilaspur shall have full rights.
- The ownership and content rights shall be reserved and shall be of AIIMS Bilaspur. The recorded content shall be stored with password protected and with protection from editing or tailoring by any other party/agency/person. The agency shall ensure that the contents are not put to monetize by any agency/channel used to broadcast the events.
- Photos/ Digital Images/ Clippings should not be passed on to any agency/persons without the permission from AIIMS Bilaspur.

INTELLECTUAL PROPERTY RIGHT:

AIIMS Bilaspur will hold the Copyright, Trade Rights and Intellectual Property rights and it may be used for further research and teaching purpose, publicity, marketing, branding, product positioning.

INDEMNITY CLAUSE

The Agency shall indemnify AIIMS Bilaspur for any injury or loss or damage caused to AIIMS Bilaspur on account of any infringement of copyright of another person or persons or on account of any defamatory or otherwise injurious matter contained in the produced video.

For the purpose of technical evaluation, the bidder is required to submit following documents.

Technical Bid:

1. Profile-Name & Full Address of the firm & year of establishment.
2. Copy of permanent GST registration certificate.
3. Copies of supply orders secured during 2022-23 for the similar events.
4. Turnover for last two years (2021-22 & 2022-23).
5. Self-declaration that the firm is not debarred by any government organisation or PSUs.
6. Link to video clip of the previous work of similar nature

Technical Evaluation

1. AIIMS Bilaspur reserves the right to select the bidder based on best possible bids received. The decision of the Evaluation Committee arrived at as above shall be final and representation of any kind shall not be entertained on the above. Any attempt by any bidder to bring pressure of any kind may disqualify the bidder for the present quotation and the bidder may be liable to be debarred from bidding for quotations in future for a period of three years.
2. The evaluation of the technical bid will be done by the committee based on the documents furnished by the bidder.
3. The bidders whose technical bids are qualified, shall provide a video link to their previous work of similar nature before the designated committee.
4. The financial bids of those bidders whose demo/presentation are found satisfactory by the designated committee, will be opened and evaluated by the evaluation committee and the lowest quote will be selected for the contract.

In case the Technical Committee rejects the bid on technical grounds, the financial bid in respect of that item will not be considered.

Financial Bid: The rates and total cost must be quoted in both words and figures (over writing not allowed). Selection will be made purely on the basis of lowest price quoted by technically qualified firms. Validity of the quotation should be for a minimum period of 90 days in case discrepancy between unit price & total price, the unit price shall prevail.

Deputy Director
AIIMS Bilaspur H.P.

ANNEXURE - 1

Scope of work:

- The current requirement of " Short Video Clip " is for all the events which is going to happened at AIIMS Bilaspur at different sites on occasion of inauguration and foundation ceremony of various facilities of AIIMS Bilaspur on 23rd February 2024.
- The selected agency will have to Photograph, record all the events happening at different site and to create a short video also including some shorts from the Inception of the Institute to till the Event.
- The scope of work also includes but not limited to Photography, editing/mixing with titles / subtitles / captions of the Events at AIIMS Bilaspur.
- The work may be extended depending on the requirements of AIIMS Bilaspur.


Task & responsibilities:

1. Pre-production, shooting and editing, post-production with professional voiceover. Final product will be a video of 3 - 5 min duration in full HD format.
2. The Bidder's production team will be totally responsible for required infrastructure to shoot the video besides, processing, hiring of camera & lights, Drone camera and other equipment, studio hiring, location / site selection and procuring all the necessary permission for shoot, catering, transportation, etc. in case of outdoor shooting. The location details of outdoor shooting will be at AIIMS Bilaspur, (H.P.).
3. Agency/Bidder will be responsible for hiring the crew including Cameraman and other technical & production team - helper, Lighting crew, etc.
4. Agency/Bidder will be responsible to meet the post-production charges such as: Studio hire for editing charges, Motion graphics Animation charges, Music composition and voiceover charges and any other related charges.
5. Responsible for travel, boarding and lodging for the entire production team and technical crew at the location.
6. Necessary permissions for shooting, wherever required will be provided by AIIMS Bilaspur.

7. **Story Boarding & Script**

The firm shall submit in writing/PPT format the Concept for Institutional Event video in the submitted response. If qualified, during technical evaluation stage, firm will present the concept to the AIIMS Bilaspur in a face-to-face meeting. It should include the following elements:

- I. Conceptual understanding of Scope of Work (SoW).
- II. Visual Storyboard & Art work
- III. An Audio sample of the selected voiceover artist for both Hindi & English
- IV. Location shoot direction including interviews (if required)
- V. DOP, Camera Equipment, Drone camera, Lighting
- VI. Motion graphics and VFX
- VII. Film editing



Dr. AKESH Kumar



17/02/24

The basic script in English & English will be prepared in consultation with AIIMS Bilaspur 7 days before the Event. If there is any modification required in the script, contractor will modification the script till final acceptance of video film by AIIMS Bilaspur.

8. **Shooting**

The contractor will make all his arrangements for shooting. This includes camera, light, sound, drone camera (if required) and other equipment. The list of shooting locations will be provided by AIIMS Bilaspur in advance for proper scheduling of the shooting by the contractor. The suitable power supply will be provided by AIIMS Bilaspur (inside the campus).

9. **Animation:**

The video film shall include motion graphics, Text Overlays and animations with duly approved professional voiceover.

10. **Editing:**

The vendor will do the editing in digital non-linear set up with graphics and animation workstation in addition to music and narration. Use of special effects shall be done in the video wherever required. Re-editing may be required if the editing made by the contractor is found unsatisfactory to AIIMS Bilaspur. Whenever needed, firm will have discussions with AIIMS Bilaspur for developing the video.



ANNEXURE - 2

Technical Bid Part-A
(To be submitted on the letter head of the bidder)

Short notice Inviting Quotations for production of Short Video Clip of about 3-5min duration about AIIMS Bilaspur (H.P.).

<u>Name of Bidder</u>			
<u>Correspondence Address</u>			
<u>Tel/Mob No.</u>			
<u>Email ID</u>			
<u>Contact person Name</u>			
<u>Mobile No. (Contact person)</u>			
Sr. No.	Particulars/Documents required	Detail /compliance(Y/N)	If submitted, mention page No.
1.	Name & address of the firm/company with phone number and email		
2.	Registration Number of Firm/company		
3.	PAN & (Income Tax Return latest) Separate		
4.	GST Registration Number		
5.	Certified copy by CA regarding last 3 financial year turnover, which should be more than 10 Lakhs.		
6.	The participants/Firm should have done such event of similar experience with INI like other AIIMS, PGI, JIPMER. Copy of above mentioned Supply orders or verified bills of past events		
7.	Signed copy of Notice Inviting Quotations (NIT) as token of acceptance and submit as part of tender notice with technical bid.		
8.	Brief Profile of the firm		
9.	Link for the Work done previously		

Declaration

I/we.....(Name of the Authorized Representative of Bidder) of _____ (Name of the bidder) do hereby declare that the entries made in the technical bid for for production of Short Video Clip of about 3-5min duration about AIIMS Bilaspur (H.P.) are true to the best of my/our knowledge . I/we hereby agree to abide by all terms and conditions laid down in Tender document.

Place & date

(Name & signature with stamp of the bidder)

Annexure - 3

Short notice Inviting Quotations for production of Short Video Clip of about 3-5min duration about AIIMS Bilaspur (H.P.). for items with quantity required is as under:

Sr. No.	Descriptions/particulars	Amount (Rs.)
1.	Name, address, contact number & email address of the firm	
2.	Professional Photography, videography rates includes the following works	
	Submission of the final edited data and raw footage to the institute in appropriate HD formats (mp4, mpeg, jpg, png etc)	
	Total	

Note: Price to be Quoted inclusive of GST.

The agency must keep the Short video clip minimum for two months after completion of the work. If required, the agency have to submit the Video clip data in a hard disk should be supplied at free of cost.

Signature of the Bidder with date

Date:

Place:

(Name of the Firm/Agency and stamp)

Undertaking

I(Name & Address of the firm/ Contractor) hereby declare that I have read the tender document thoroughly and understood the scope of work before quoting the rate of each items. I further declare that I have visited the site/ sites as mentioned in tender document before quoting the rates. I also declare that I will perform all the work up to the satisfaction of the Authority and for any violation penal action and / or penalty can be imposed on me as deemed fit and I shall be bound by law to bear the same.

Signature of the firm/ Contractor