



**State Health Resource Centre [SHRC]
1ST Floor, State Health Training Centre Building,
Budhapara Bijli Office Chowk Near Kalibadi
Raipur, Chhattisgarh (India)-492001.**

Website: <http://www.shsrc.org>

e-mail: shrc.cg@gmail.com

Phone : 0771 - 4247444, 2236175

**Tender for the production of short documentaries on
Panchayati Raj Institution (PRI) training & Acute Respiratory Illness (ARI)
Surveillance videos under National Program on Climate Change and Human Health
(NPCCHH)**

LAST DATE FOR THE SUBMISSION OF TENDER: 29/02/2024 [Till 02.00 PM]



S.No.	PARTICULARS	DETAILS
1	TENDER DOCUMENT AVAILABLE AT WEBSITE	https://www.shsrc.org
2	TENDER DOCUMENT AVAILABLE FROM	Date : 05/02/2024
3	STARTING DATE FOR THE SUBMISSION OF BID	Date : 05/02/2024
4	LAST DATE AND TIME FOR THE SUBMISSION OF BID	Date : 29/02/2024 [Till 02.00 PM]
5	DATE & TIME OF OPENING OF THE TECHNICAL BID	Date : 29/02/2024 [02.30 PM]
6	DATE & TIME FOR THE SUBMISSION OF CLAIM OBJECTION	Date : 11/03/2024 [Till 05.00 PM]
7	DATE & TIME OF OPENING OF THE FINANCIAL BID	Date : 14/03/2024 [11.30 AM]
8	PLACE OF OPENING OF BID	State Health Resource Centre [SHRC] 1 ST Floor, State Health Training Centre Building, Budhapara Bijli Office Chowk Near Kalibadi Raipur (Chhattisgarh) – 492001.
9	ESTIMATED COST	Rs.9,000,00.00 (Rupees Nine Lac only)
10	EMD AMOUNT	Rs.45,000.00 (Rupees forty five thousand only)
11	BID FEE	Rs. 500.00 (Rupees Five Hundred only)



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Tender Notice

Tenders are invited from eligible Agencies, Film Making Companies, Production Houses and Firms for the production of short documentaries on **Panchayati Raj Institution (PRI) training & Acute Respiratory Illness (ARI) Surveillance videos under National Program on Climate Change and Human Health (NPCCHH)** through open tender enquiry system as per the specification details mentioned in the tender document.

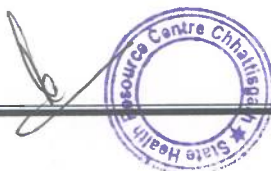
The details of tender documents can be downloaded from the website

<https://www.shsrc.org> of State Health Resource Centre, Raipur [Chhattisgarh].

Last date for Bid Submission is 29/02/2024 [Till 02.00 PM]

Date : _____

Executive Director
State Health Resource Centre
Raipur [Chhattisgarh]



About State Health Resource Centre [SHRC], Raipur [Chhattisgarh]

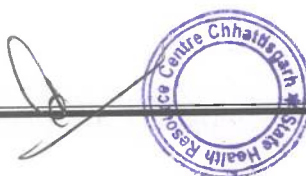
In the year 2002, the State Health Resource Centre (SHRC), a state-civil society body was founded as an additional technical capacity to the Department of Health and Family Welfare, Government of Chhattisgarh. It was a significant milestone, as the partnership was driven to enhance the technical capabilities of the department. SHRC provide crucial technical support to the government in facilitating community based activities and strengthening the healthcare sector. Over the years, SHRC has firmly established itself as a bridge connecting government health systems with the communities it serves.

Scope of work :

- (1) Total number of master documentaries : One for each topic i.e. Panchayati Raj Institution (PRI) training & Acute Respiratory Illness (ARI) Surveillance video documentation under National Program on Climate Change and Human Health (NPCCHH) program (Total two numbers)
- (2) Duration of each documentary : Seven to eight minutes
- (3) The script of the documentary will be jointly drafted by State Health Resource Centre (SHRC), Raipur (Chhattisgarh) & the direction team of the bidder. However, the final decision will be taken by SHRC
- (4) Shooting format : Shooting on HD Camera, full frame high definition video, XCVS Adobe Premium 2023
- (5) Language : Hindi with subtitles in English
- (6) Production of the documentaries complete in all respects for telecast & for uploading the videos on social media YouTube, X, Facebook dissemination.

Other Specifications :

- (1) The shooting of video documentaries will be done in Raigarh and Balod districts of Chhattisgarh. The final decision about location will be taken by SHRC
If required, the bidder / SHRC have to take necessary permission from the local authorities for the shooting.
- (2) Shooting materials and human resources (assistants) for video documentaries will be arranged by the bidder in consultation with SHRC
- (3) Travel, lodging-boarding, food & other miscellaneous expenses for the direction team will be borne by the bidder agency
- (4) Back Ground Music (BGM) and editing work of the documentaries will be done by the bidder
- (5) Prior experience on climate change / public health video documentation will be prioritized.
- (6) Video production will be done within one month of receiving the work order



INSTRUCTION TO BIDDERS

Bidders are advised to carefully read the tender document and fill in bid accordingly

Proposals must reach the following address on or before the last date.

The Executive Director

State Health Resource Centre (SHRC), Chhattisgarh

1st Floor, State Health Training Centre Building

Budhapara Bijli Office Chowk, Near Kalibadi

Raipur [Chhattisgarh, India] – 492001.

Phone : 0771 - 4247444, 2236175

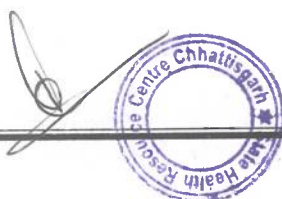
A. ELIGIBILITY CRITERIA FOR BIDDERS

Agencies / film making companies / production houses / Firms that are fulfilling the following conditions will be eligible for submission of their bids:

- (a) Registration under shops & establishment act (Attach copy of the certificate)
- (b) If available, an empanelment with Directorate of Advertising and Visual Publicity (DAVP) / National Film Development Corporation of India (NFDC), Government of India (Attach copy of the certificate if empanelled.)
- (c) Minimum three years' experience preceding the proposal due date, in the production of documentary film / series in the field of social development (Attach details of the work done with copies of the work orders)
- (c) The bidder should have well trained production team
- (d) Annual financial turnover of Rs.25.00 Lac during the last three financial years.

B. TENDER PROCESSING FEES (TPF) (Non Refundable)

1. Tender Processing Fees [TPF] of Rs. 500/- (Rupees Five Hundred Only) to be deposited by the bidders by the way of Demand Draft in favor of “**State Health Resource Centre**” payable at Raipur (Chhattisgarh).
2. Tender processing fees will be exempted for those who are exempted by competent authority of the Government of Chhattisgarh / Central Government. However to avail of the same, the bidder needs to provide sufficient documentary evidence in support of such claimed exemption at the time of tender document submission.
3. Once a bid is submitted, then the tender processing fee is non-refundable.



C. EARNEST MONEY DEPOSIT (EMD)

1. EMD should be deposited in the form of Demand Draft drawn from any Nationalized / Commercial Bank in favor of “**State Health Resource Centre**” payable at Raipur, Chhattisgarh accompanied with Technical Bid (Cover A).

The State Health Resource Centre will not pay any interest on any EMD

2. EMD will be exempted for those who are exempted by competent authority of the government of Chhattisgarh / Central Government. However to avail of the same, the bidder needs to provide sufficient documentary evidence in support of such claimed exemption at the time of tender document submission.
3. EMD shall be forfeited if bidder will withdraw his bid before completion of the process of bid.
4. EMD of unsuccessful bidders will be returned to them within 15 days of the award of work order to the selected bidder.
5. The Performance Security for an amount of five percent of the value of the contract will have to deposit by the successful bidder. The successful bidder can adjust this amount against the EMD amount by paying the required balance amount additionally or in whole, in the form of DD. After submission of Performance Security in whole, in the form of DD, earlier deposited EMD amount shall be released by SHRC.
6. Performance Security shall be refunded / returned upon completion of the work order. If the successful bidder breaches / withdraws / alters obligations during tender process and or fails to supply the order within the stipulated period after the issuance of work order, then Performance Security as available shall be forfeited.

D. TENDER PROCESS

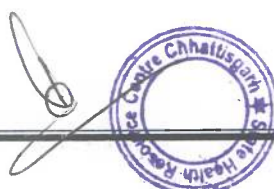
The tender will have two covers consisting of Cover-A & Cover-B.

Both Cover-A & Cover-B together to be submitted in an envelope mentioning

“Tender document for the production of short documentaries on Panchayati Raj Institution (PRI) & Acute Respiratory Illness (ARI) Surveillance”.

1. Cover –A: Technical Bid

- Tender Processing Fee (TPF)
- Earnest Money Deposit (EMD)
- Required Documents



2. Cover –B: Financial Bid

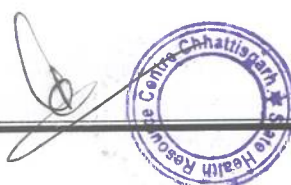
Both the above (1) & (2) must have firm's name written on it mentioning

“Tender document for the production of short documentaries on Panchayati Raj Institution (PRI) & Acute Respiratory Illness (ARI) Surveillance”.

➤ Requirements of Cover-A :

The following documents are to be furnished by the Bidder along with Technical Bid:

- i. Original Demand Draft of Rs. 500/- (Rupees Five Hundred Only) as tender processing fee.
- ii. Original Demand Draft of EMD / Proof regarding exemption of EMD.
- iii. Registration under shops & establishment act (Attach copy of the certificate)
- iv. Empanelment letter / certificate from Directorate of Advertising and Visual Publicity (DAVP) / National Film Development Corporation of India (NFDC). (Attach copy of the empanelment certificate if available)
- v. Self attested copy of valid registration certificate, memorandum & articles of association of Agencies, Film Making Companies, Production Houses and Firms.
- vi. Documentary proof in support of film / audio-visual production done related to climate, public health, communication and / or promotional program done in the past / being done with departments of the central / state Government, Public Sector Units (PSU) and others. Enclose copies of the work orders.
- vii. General Information of the bidder with contact details (**As per Annexure-01**).
- viii. Self attested copy of PAN Number.
- ix. Self attested copy of valid GST registration certificate.
- x. Self attested copy of the existing Bank Account details. (**Annexure-02**)
- xi. Self-declaration Form (**Annexure-03**)
- xii. Product specification in specified column of **Annexure-4**. Suppliers / Bidders have to give technical compliance statement for each clause of



tender specification in the form of Yes or No. Any deviation should also be mentioned clearly in the tabular form.

- xiii. Signed & attested copies of average turnover certificate during the last three financial years [i.e. FY 2020-21, 2021-22 & 2022-23] of the participating firm. Copy of the last three financial years' [i.e. FY 2020-21, 2021-22 & 2022-23]. Audited balance sheet including profit / loss figures duly signed and attested by the Chartered Accountant.
- xiv. Other relevant documents regarding eligibility & exemptions (if any).

➤ **Requirements of Cover-B:**

The following documents are to be furnished by the Bidder along with Financial Proposal

- (i) The Financial proposal is to be submitted in the format given at **Annexure-5**. All the bid documents must be signed by the same person(s) who has signed the technical proposal.
- (ii) The Rate quoted should be inclusive of all taxes, levies, shooting materials, human resources (assistants), travel, lodging-boardings, food & other miscellaneous expenses for the direction team engaged for the video documentaries.
- (iii) The rate should be quoted in Indian Rupees in figure as well as in words.

➤ **EVALUATION OF THE BIDS**

- i. The Technical bid (Cover A) will be opened first by SHRC's Procurement Committee and scrutiny of the submitted documents will be done. A Technical Evaluation Committee (TEC) constituted by SHRC will evaluate the eligibility of the bidder.
- ii. The results after the above processes (technical bids qualified or rejected) will be informed to bidders through SHRC's website (www.shsrc.org) and e-mail. Any bidder may submit their claim / objection (if any) by the stipulated date at SHRC's email (shrc.cg@gmail.com).

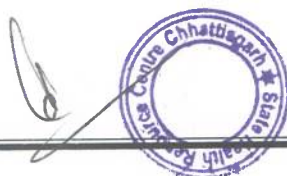


- iii. Upon review of the claim objection replies / clarification from bidders, the Procurement Committee & Technical Evaluation Committee will list the bidders for the next process i.e. opening of Financial Bid - Cover B. Result of technical evaluation after claim objection process will be published in SHRC's website and shall also be informed to the bidders by e-mail.
- iv. On the specified date and time as mentioned in the schedule, the Financial Bids (Cover B) will be opened of those bidders who are qualified in the technical bid (Cover A). Bidders may remain present during the opening of Cover- B.
- v. Procurement committee of SHRC will evaluate the Financial Bid [cover B].
- vi. A comparative chart will be prepared and lowest bidder (L1) will be awarded the work order.

➤ **RATE MATCHING:**

This measure is to ensure continuity of supply, in case of non-performance by L1. Only in the event of L1 failing to perform supply obligations as per tender, State Health Resource Centre, Raipur may cancel such order issued to L1 and place same order to next chronological L(n) bidder who offered to match L1 rate, as above mentioned (n=02, 03, 04, 05.....).

Note: No bidder shall try to influence the purchaser on any matter relating to its bid, from the time of the bid opening till the time the work order is awarded. Any effort by a bidder to modify his bid or influence the purchaser in the purchaser's bid evaluation, bid comparison or supply order award decision shall result in the rejection of the bid, in addition to other applicable legal liability.



E. ISSUANCE OF WORK ORDER

State Health Resource Centre, Chhattisgarh shall issue work order to the successful bidder.

The bidder shall share the work schedule of the production in the field so that SHRC's representative can accompany their team on the locations if required.

The rough cut, post production, shall be shared with SHRC for any changes if required.

F. SUPPLY CONDITIONS

- i. The entire ordered work shall be completed within thirty days from the date of issuing the work order.
- ii. In case of delay / failure to complete the task, performance security shall be forfeited as per the terms & conditions of the tender.

G. Other Terms and Conditions

The successful bidder will have to submit final deliverables as per the work schedule agreed by SHRC.

H. PAYMENT TERMS

Payment will be made only after completing the task mentioned in the work order.

No part payment or advance shall be given.

Payment shall be made through cheque or bank transfer.

I. TDS

TDS & GST TDS shall be deducted at the time of payment as per the Government's norms.

J. RIGHT TO ACCEPTANCE

The Executive Director of State Health Resource Centre, Raipur reserve all rights to reject any tender including of those tenders who fail to comply with the instructions without assigning any reason whatsoever and does not bind itself to accept the lowest or any specific tender. The decision of The Executive Director of State Health Resource Centre, Raipur in this regard shall be final and binding.



K. RESOLUTION OF DISPUTES

The Purchaser and the bidder shall make every effort to resolve any disagreement or dispute arising between them under or in connection with the tender. In case of a dispute or difference arising between the State Health Resource Centre (SHRC), Chhattisgarh and a bidder, relating to any matter arising out of or connected with this tender, such dispute or difference shall be settled in accordance with the Arbitration and Conciliation Act, 1996. The venue of arbitration shall be Raipur (Chhattisgarh).

L. JURISDICTION

In the event of any dispute arising out of the tender, such dispute would be subject to the jurisdiction of the Civil Court within the city of Raipur and High Court of Chhattisgarh only.

==X==



ANNEXURE-01**GENERAL INFORMATION OF THE BIDDER**

1	Name of the Bidder					
	Registered address of the firm with GSTIN					
	State		District			
	Telephone / Mobile No.					
	Email		Website			
Contact Person Details						
2	Name		Designation			
	Telephone / Mobile No.					
Communication Address						
3	Address					
	State-		District			
	Telephone / Mobile No.					
	Email		Website			
Type of the Firm (Please \sqrt relevant box)						
4	Private Ltd.		Public Ltd.		Proprietorship	
	Partnership		Society		Others [specify]	
	Registration No. & Date of Registration					
Brief Description of the Proposer's activities. Number of years' experience in film making. (Attach work orders of earlier work with government departments /autonomous bodies /PSU's and others)						
5						
Key personnel Details (Chairman, CEO, Directors, Managing Partners etc.)						
6	In case of Directors, DIN Nos. are required					
	Name		Designation		Din No.(if applicable)	
	Name		Designation		Din No.(if applicable)	
7	Whether any criminal case was registered against the company or any of its promoters in the past?				Yes / No	
8	Other relevant information provided Here enclose the details of the bidder [Leaflets / brochures etc. if available]					
Date:		Office Seal	Signature of the bidder/ Authorized signatory			



ANNEXURE-02

Bank Details

01	Name of the Bank Branch Name & address Branch Code No. Branch Manager's mobile Telephone number of branch e-mail id of branch	
02	Nine digits MICR code of the bank and branch appearing on the MICR cheque issued by the bank	
03	IFSC code of the branch	
04	Type of account (Current / Saving)	
05	Account number (as printed on cheque book)	

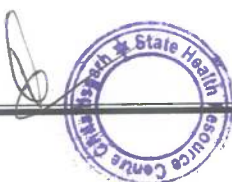
I / We hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not effected at all for reasons of incomplete or incorrect information, I would not hold State Health Resource Centre, Chhattisgarh responsible. I have read the conditions of the tender / agreement entered and agrees to discharge the responsibility expected of me / from the company as a bidder / successful bidder.

Date:

Place:

Signature & Seal

(Name of the person signing & designation)



ANNEXURE-03
SELF DECLARATION FORM

I / We

.....(Name)

having our office at

.....

.....

.....(address)

do here by declare that we fulfill the requirements mentioned in the tender document.

I / We hereby agree confirm & declare that all terms & conditions of the above mentioned tender are acceptable.

I / We certify that the rates of item / items quoted are reasonable & not higher than the prices charged by us to any person(s) / entity in the last six months.

I / We do hereby declare that I / We have not been convicted by any court of Law nor are de-recognized / blacklisted by any State Govt. / Union Territory / Govt. of India / Govt. Organization / Govt. Health Institutions for supply of Not of Standard Quality (NSQ) items / part-supply / non-supply / non-service or any reason whatsoever.

I / We agree that the Tender Inviting Authority can forfeit the Earnest Money Deposit and or Performance Guarantee and / or blacklist me / us, if any information furnished by us proved to be false at the time of inspection / verification and not complying with the Tender terms & conditions.

If we would not be able to fulfill the above terms & condition, State Health Resource Centre, Chhattisgarh will be able to take legal actions against company and may forfeit EMD of bidder, blacklist & debar the company.

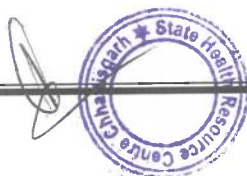
I / We do hereby declare all information provided above is true.

Date:

Place:

Signature & Seal

(Name of the person Signing & Designation)



ANNEXURE-04

PRODUCT SPECIFICATION COMPLIANCE

(To be submitted in Cover-A: Technical Bid)

Name / Description of the Product:

Total number of master documentaries: One on each topic i.e. Panchayati Raj Institution (PRI) & Acute Respiratory Illness (ARI) Surveillance

The script of the documentary will be jointly drafted by State Health Resource Centre, (SHRC), Raipur (Chhattisgarh) & the direction team of the bidder. However, the final decision will be taken by SHRC.

Sl.	A Desired Specifications Requirement	B Specification matched with offered product		C Reason for deviation [Attach details]	D This column should be kept blank for evaluation purpose
		Yes	No		Remarks
1.	Duration of each documentary : Seven to eight minutes				
2.	Shooting format : Shooting on HD Camera, full frame high definition video, XCVS Adobe Premium 2023				
3.	Language : Hindi with sub-titles in English				
4.	Production of the documentaries complete in all respects for telecast				

Note: This for mis-product / Equipment specific

- Desired Specification is for the entire documentary
- Bidder should quote their specification in Column 'B'.
- Column 'D' should be kept blank for evaluation purpose.

Date:

Place:

Signature & Seal

(Name of the person Signing & Designation)



ANNEXURE-5

FINANCIAL BID

(To be submitted in Cover-B: Financial Bid)

Sl.No.	Item Code	Price of documentaries (in Indian Rupees)
	A	B
1	Total two numbers of master documentaries (One on each topic): (1) Panchayati Raj Institution (PRI) training & (2) Acute Respiratory Illness (ARI) Surveillance on climate change & human health as per the tender document	Rs.
	Basic Price in Rs.	
	GST _____ % (in Rs.)	
	Total Amount (in Rs.) with GST	
	Total Amount in words (in Rs.)	

Note: The Rate quoted should be inclusive of all taxes, levies, shooting materials, human resources (Assistants), travel, lodging-boardings, food & other miscellaneous expenses for the direction team engaged for the video documentaries.

Date:

Place:

Signature & Seal

(Name of the person signing & designation)

