

Directorate of Vocational Education & Training

Karigari Bhawan, Plot B/7, 2nd floor, Action Area III, New Town; Kolkata- 700 160

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NIT No: **WBTET/DVET/NIT-1/441-VET/NSQF/2019-20**

Date: 16.08.2019

NOTICE INVITING TENDER TO PREPARE DIGITAL PRESENTATION FOR CSS-VSE SCHEME IN **GOVT. SPONSORED /AIDED SCHOOLS IN WEST BENGAL**

Director of Vocational Education & Training, Technical Education, Training and Skill Development Department, Government of West Bengal invites tender for A thematic audio visual ballad on CSS-VSE Scheme of approx. 3 minutes in Bengali with English Subtitle using real Beneficiaries / Institution across West Bengal highlighting activities of the Scheme.

Hence sealed rates are invited from bonafide agencies having experience in similar nature of Production work as per scope of work mentioned below-

A. Pre-Production:

- i. Concept Development
- ii. Research & Recce
- iii. Lyrics
- iv. Scratch Music Development
- v. Story Board for filming

B. Production:

- i. Track Programming
- ii. Music Arrangement
- iii. Voice Dubbing
- iv. Filming-Using Canon SD Mark III and other Professional Shooting Equipment

C. Post Production:

- i. Music Mixing & Mastering (in apple logic)
- ii. Editing in Apple final cut pro
- iii. Graphic & Animation where required
- iv. Output in Master DVD & high-res Mp4

In the event of filling, intending bidders may download the tender documents from the website: www.wbvoc.gov.in / www.wbtetsd.gov.in directly with the help of Digital Signature Certificate. Digitally signed and completed bids have to be uploaded in the same website. The earnest money deposit of **INR 50,000/- (Indian Rupees Fifty Thousands Only)** only. **Payment to be made either by Net Banking through ICICI Bank payment Gateway or through RTGS/NEFT as detailed below.**

- a) Payment by NET banking (any listed bank) through ICICI Bank Payment Gateway:
 - i) On selection of NET banking as the payment mode, the bidder will be directed to ICICI Bank Payment Gateway webpage (along with string containing a Unique ID) where he will select the bank through which he wants to do the transaction.
 - ii) Bidder will make the payment after entering his unique ID and password of the bank to process the transaction.
 - iii) Bidder will received a confirmation message regarding success/failure of the transaction.
 - iv) If the transaction is successful, the amount paid by the bidder will be credited in the respective pooling account of State Government/PSU/Autonomous Body/Local Body/PRI, etc. maintained with the Focal Point Branch of ICICI Bank at R.N Mukherjee Road, Kolkata for collection of EMD/Tender Fees.
 - v) If the transaction is failure, the bidder again try for payment by going back to the first step.

The L1 bidders shall have to submit the original copies (along with 1 set of duplicate copies) of documents as furnished during online application to this office along with the acceptance letter (LOA) of the LOI within seven days from the date of issue of LOI. Failure to submit the hard copy (along with 1 set of duplicate copies) with the acceptance letter of the LOI within the time period prescribed for the purpose may be construed as an attempt to disturb the tendering process and dealt with accordingly legally including blacklisting of the bidder and lead to cancellation and the offer might be extended to the L2 bidder.

1 ELIGIBILITY CRITERIA FOR BIDDERS:

- Should have a valid Trade Registration from competent authority like Trade License etc.
- Should have a valid PAN Card
- Should have minimum of 03(three) years of producing audio visual documents for National & International level awards like SKOCH, Manthan, National E-Governance , UNPSA etc./advocacy films/Non-commercial advertisement/IECs/Music video/audio jingles for the Government of West Bengal of its Flagship Programs

2 ANNUAL TURNOVER REQUIREMENTS:

The Bidder must have the minimum average of annual turnover for last three financial years is equal to or more than INR 25 lakh (Rupees Twenty Five lakh only) for quoting one single sector and Auditor's certificate stating annual turnover more than INR 25 lakh during F.Y. 2015-16,2016-17 & 2017-18 have to be submitted (format attached as Annexure-1)

The Bidder shall be required to give a declaration in the form of affidavit that they had not been banned by any government agencies and they were not convicted by court of law during their business entity for the last 3 years.

3 SUBMISSION AND EVALUATION OF BIDS:

The tender is to be submitted in two parts – Technical Bid and Financial Bid.

Technical Bid

The bidder would have to submit the documents for Technical Bid in the receiving section of Directorate of Vocational Education and Training at Karigori Bhawan, Rajarhat as mentioned below:

Sl. No.	Sub - Folder	Documents to be Uploaded
1	Earnest Money Deposit	Scanned copy of Earnest Money Deposit demand draft
2	Application Form	Duly filled in application form as per Format given in Annexure III
3	Certificates	PAN Card, GST Registration / Sales Tax registration, Professional Tax registration
4	Company/Firm Details	TRADE Licence/ Authorisation Certificate as mentioned in eligibility criteria / certificate of registration as manufacturer Registration with Registrar of Companies/ Registered Partnership Deed/ Registration of Proprietary Firm in local body etc.
5	Credentials	Copy of supply orders (at least three) of similar nature (Compliance

		Sheet i.e. Credential Certificate)
6	Financial Info	Copy of Audited balance sheets for last three FYs i.e. 2015-16, 2016-17& 2017-18. Auditor's certificate stating annual turnover for last three FYs i.e. 2015-16, 2016-17& 2017-18.
7	Declaration	<ul style="list-style-type: none"> i) Copy of last ITR For AY 2018-19 ii) Last years' return of VAT/ last year's return of CST iii) Import Licenses if any (as mentioned) iv) Affidavit as mentioned 1.3 v) Declaration in respect of all items quoted.

Financial Bid

“Financial Bid” shall contain the financial bids with the base rate per accounting inclusive of transportation, installation charges, and freight charges and exclusive of GST to be quoted in separate columns provided. No additional cost for whatsoever purpose other than the sum total of basic rate and GST will be admissible. Charges towards waybill or the likes are to be paid by the bidder.

Tender Inviting Authority: < DVET, GoWB >

Name of Work: < Tender >

Contract No: < 033-23403635 >

Name of the Bidder/ Bidding Firm / Company :	
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PRICE SCHEDULE

(DOMESTIC TENDERS - RATES ARE TO GIVEN IN RUPEES (INR) ONLY)

(This template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)

NUMBER #	TEXT #	TEXT #	NUMBER #	TEXT #	NUMBER #	NUMBER	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	Item Code / Make	Quantity	Units	BASIC RATE In Figures To be entered by the Bidder in Rs. P	GST Amount in INR Rs. P	TOTAL AMOUNT Without Taxes Rs. P	TOTAL AMOUNT With Taxes Rs. P	TOTAL AMOUNT In Words
1	2	3	4	5	6	7	8	9	10
1	DIGITAL PRESENTATION (A thematic audio visual ballad on CSS-VSE Scheme of approx. 3 minutes in Bengali with English Subtitle using real Beneficiaries / Institution across West Bengal)	DP-1	1	Nos.					

