



INSTITUTE OF GOVT. ACCOUNTS & FINANCE
Ministry of Finance
Department of Expenditure
Block No. IV, J.N.U. (Campus)
New Delhi – 110067

F.No. 21011/INGAF/80/PFMS/HQ/2018-19/ 11 29

Dated 17/10/2018

Notice inviting Expression of Interest from Production Agencies for Preparation of Audio-Visual Content on various Modules of PFMS and other e-initiatives of CGA.

Institute of Government Accounts & Finance (INGAF) invites expression of interest from reputed agencies for production of Audio-Visual Content on various modules developed by PFMS, IT Division and other e-initiatives by Government. Eligibility criteria and other details about EOI are available at <http://www.ingaf.gov.in> & cga.nic.in.

The agencies fulfilling the eligibility criteria may submit their application together with requisite documents in sealed cover up to 3:00 P. M. on 12th Nov, 2018 to the Sr. AO INGAF, Institute of Government Accounts & Finance (INGAF), Ministry of Finance, Department of Expenditure, Block No. IV, Old J.N.U. (Campus) New Delhi – 110067. The applicants must clearly mention on the envelope "Application for preparation of Audio Visual content". The EOI would be opened on 12th Nov 2018 at 3.30 P.M.


Sr. Accounts Officer
Tel. No. 011-26175968

Copy to :-

1. Sr AO, IT Div, O/o CGA – with the request to upload the tender on the website of CGA.
2. IT Wing, INGAF -- for uploading on the INGAF website.
3. Guard File.

INSTITUTE OF GOVT. ACCOUNTS & FINANCE

Ministry of Finance
Department of Expenditure
Block No. IV, J.N.U. (Campus)
New Delhi – 110067

Expression of Interest from Production Agencies for Preparation of Audio-Visual Contents

Institute of Government Accounts & Finance (INGAF), invites technical & financial bid from the reputed agencies for designing & production of Audio-Visual contents on various modules of IFMS, IT Division, O/o CGA and other e-initiatives of Government of India. INGAF will select a agency for preparation of Audio-Visual contents. The selection of the agency and bid shall remain valid for two years from date of signing the agreement.

Eligible agencies may submit their application in a sealed envelope superscripting **"Application for preparation of Audio-Visual Content"**. Agencies desiring to apply must submit application, complete in all respect and addressed to the Sr. AO, Institute of Govt. Accounts & Finance, Ministry of Finance, Department of Expenditure, Block No. IV, Old J.N.U. Campus, New Delhi – 110067 latest by 3:00 P.M. of 12th Nov, 2018. The EOI would be opened on 12th Nov 2018 at 03.30 P.M. Any application received after the stipulated date and time will not be entertained. The interested agencies should submit following documents along with EOI.

I. Eligibility Criteria for Audio-Visual Contents

Minimum eligibility criteria prescribed for Production Agencies for Preparation of Audio-Visual Contents is as under :

- (i) Applicants not meeting the minimum eligibility criteria will not be considered for further short listing. Self-attested documents listed below against each parameter must be submitted by the applicant. All documents must be properly indexed.
- (ii) Registration: Empanelment with DAVP/NFDC/DD/AIR or having worked with any Central Government Department/PSU/Autonomous Bodies for at least three years. Empanelment certificate/work order issued by any of these Government Departments/PSU/Autonomous Bodies must be enclosed.
- (i) Earnest Money: A DD of Rs. 10000/- (Rupees Ten Thousand Only) drawn in the name of "Pay & Accounts Officer, Institute of Government Accounts & Finance (INGAF)" must be enclosed with the application. Application without the earnest money will be summarily rejected. Earnest Money of unsuccessful applicants will be returned after the selection of the agency.
- (ii) Experience: Applicant must have a minimum of 03 years' experience of producing AV content for Government Ministries/Departments/PSU/Autonomous Bodies. A minimum of three work orders with financial indication or any other supporting document for each of the three years which the applicant might have executed must be enclosed.
- (iii) Turnover: Applicant must have an annual turnover of minimum of Rs. 50 Lakh for production related jobs consecutively during the last three financial years. The turnover is to be supported by financial statement of accounts duly certified by the Chartered Accountant, along with the details about service tax paid for production jobs undertaken during last three years.
- (iv) Applicant agency must have registered office in New Delhi as per government document.

2. List of documents to be submitted with application

In addition to the documents mentioned at para 1 (Eligibility Criteria) of the EOI document applicants should submit following documents with their application. Performance against the parameters must be duly supported with self-attested documents.

- (i) Profile of the Agency in the enclosed Performa (Annex-A).
- (ii) Proof of ownership or tie ups of production facilities.
- (iii) Organisation setup in terms of technical staff indicating their qualifications and competencies.
- (iv) Self-Certificate stating that the agency has not been blacklisted by any government agency in the past.
- (v) A certificate indicating that information submitted by him / her is correct. Anyone found guilty of furnishing false information shall be blacklisted by the INGAF and earnest money of such agency shall be forfeited. Information regarding this may also be shared with other departments.
- (vi) Evidence of past work in a flash drive to be submitted along with technical bid.
- (vii) The firms participating in the tender must have PAN NO/GST Registration. The documentary proof of PAN No, GST Registration certificate is to be submitted with the technical bid.
- (viii) Experience certificates/Award letters and performance certificates (if any) of the last three years should be submitted.

3. Method of Selection

The application submitted by agencies would be examined by a Selection Committee, constituted by the INGAF. Applications will be shortlisted by the committee based on applicant's performance against various parameters at Para. No. 1 and Para No. 2 of the EOI document. The shortlisted agencies will have to submit the evidence of past work in a flash drive.

Final selection of agencies will be made based on presentation by shortlisted agencies. The decision of the Selection Committee in this regard would be firm and final.

4. Scope of Work

The EOI is invited from the production agencies that are willing to produce the following jobs :-

- (i) Production of video films initially in English language including short film on various modules developed by INGAF, IT Div, PFMS, O/o CGA & other e-initiatives, documentary films, ad films, animation films, training films, telefilms and multimedia presentations. Each of the above films would involve complete pre-production, production and post-production services across all formats and include conceptualization, visualization, scripting, shooting, editing, voice-over and delivery in the desired format-DVD, VCD, VHS or Mpeg, and dubbing in other Indian languages.

(ii) Execution of all production management activities that may be involved in the production of the above jobs, including location services such as scouting, crew hiring/referrals, government and private permissions, assistance with visa clearance of cast/crew, coordination of travel/accommodation/catering/transport, arrangement of support crew, and hiring of facilities for equipment as per the requirement of the script.

(iii) Production of audio programmes including jingles, spots, radio-sponsored programmes, audio albums, audio books and arrangement for dubbing in all Indian languages.

(iv) Delivery as per schedule to be mentioned in work order.

5. Terms of Contract

- (i) No advance payment will be made for the work and TDS will be deducted as per rules. Agency will be paid as per prevailing DAVP approved rates or the rates quoted in the bid by the firm/agency whichever is less. The payment will be made within two weeks of the submission of invoice.
- (ii) Payment will be by way of ECS within two weeks from the date of submission of completed Bills.
- (iii) Bills may be submitted regularly with pre-receipted bills in triplicate, towards activities already completed for settlement.
- (iv) Selected Audio-Visual agency will have to deposit Rs. 1 Lakh in the form of a D.D. as Performance Security Deposit in favour of "PAO INGAF New Delhi" within 7 days from the date of offer of the contract which will be returned after within three months after completion of the contract. The DD deposited against Earnest money deposit will be returned to the selected agency after finalization of the selection procedure.
- (v) The ownership of the approved creative will vest with the INGAF and the agency will have no proprietary or other intellectual rights in respect of the same.
- (vi) Conditional bids will be rejected outright.
- (vii) Institute of Government Accounts & Finance (INGAF) reserves the right to reject offer received from any agency without any intimation to the bidder.
- (viii) Institute of Government Accounts & Finance (INGAF) reserves the right to reject or accept any design or creative produced by the agency.
- (ix) INGAF has the right to cancel / postpone the tender without assigning any reason.
- (x) The selected agency shall execute an agreement/MOU with the INGAF on 100/- stamp paper as per procedure.
- (xi) Institute of Government Accounts & Finance (INGAF) reserves its right to place an order for full or part under any items of work under scope.
- (xii) The period of validity of tender is two years from the date of agreement.

- (xiii) Payment as per approved rates will be made only for creative which have been finally approved. No payment will be due on creative which have been asked to be modified or are not accepted. If an agency fails to complete the work in stipulated time frame the INGAF will have full right to get the job completed from another agency at the cost of selected agency.
- (xiv) The agency shall maintain strict confidentiality. For requirement of creative, selected agencies will be intimated through E-mail about the theme / requirement and other details.
- (xv) Neither party will be liable in respect of failure to fulfill its obligations, if the said failure is entirely due to Acts of God, Governmental restrictions or instructions, natural calamities or catastrophe, epidemics, or disturbances in the country. The party affected by an event of Force Majeure will immediately notify to the other party about its inability to fulfill its contractual obligation resulting from such Force Majeure Act. It should similarly notify to the other party on cessation of disability arising from such event.
- (xvi) Arbitration: In case of any disputes and on written request of the agency, an arbitrator shall be nominated by Director, Institute of Government Accounts & Finance (INGAF), whose decision shall be final and binding on both parties.
- (xvii) Jurisdiction: The contract shall be governed by laws of India and all Government rules issued from time to time and in force at time of execution of contract.
- (xviii) Institute of Government Accounts & Finance (INGAF) reserves right to terminate the contract of any agency / agencies without assigning any reason. In case any party desires to terminate the contract, a notice of 30 days is required during which they will be required to carry out the work awarded to them. Failure to do so would be resulting in forfeiture of security deposit.
- (xix) The INGAF will have the right to assess the performance of the Agency and may decide to continue or terminate the contract as per assessment made.
- (xx) The INGAF, may in the interest of work, include any additional agency in the panel and assign it work at mutually agreed rates.

PENALTY CLAUSE

The successful bidder, (L-1) firm must complete the work within a specified period from the award of the contract, failing which a penalty 5% of the contract value per day for delay of each day, would be deducted from the final bill.

Expression of Interest for Production Agencies for Preparation of Audio-Visual Contents on various modules of PFMS, IT initiatives and other e-initiatives of Government.

1. Name of the Owner / Managing Director of the agency:

2. Name of the organization:

- Office Address in full:
- Residential address of the Owner/Managing Director of the Agency:
- Telephone: Off: Res:
- Mobile No.:
- E-mail address:

3. Empanelled/Worked with DAVP/NFDC/DD/AIR/Central Government Ministries/Departments/PSUs/Autonomous Bodies
(copy of the empanelment letter be attached)

4. Details of Accounts statements (P&L and Balance Sheet) submitted for last three years.
(supporting documents be attached)

5. Do you have service tax no.? : Yes/no
(if yes please mention service tax no. and the details of the service tax paid in last three years along with supporting documents)

6. Do you have your own studio?
(if yes, Video or audio or both please mention)

Address:
Telephone no.:
Fax:
E-mail:

Is the studio fully owned by your own organization or in partnership with some other organization?

(Please attach list of shooting, recording, editing and other equipment and facilities along with documentary proof of ownership of studio and equipment)

7. Details of Professional qualification and Experience of Executive Director, Cinematographer, Script Writer and Music Director of the agency:
(Attach extra sheet if necessary)(supporting documents be attached)

8. Brief about experience of programme / spot production (including video and audio programmes, documentaries / docu-dramas, and audio / video spots/ jingles
(Attach extra sheet if necessary)

9. Experience of programme production on consumer related issues:
(attach extra sheet if necessary)(supporting documents be attached)

Signature_____

Full name and designation_____

Official Seal

INSTITUTE OF GOVERNMENT ACCOUNTS & FINANCE
DEPARTMENT OF EXPENDITURE
MINISTRY OF FINANCE

PRODUCTION OF AUDIO VISUAL FILM

PRICE BID

<u>S.No.</u>	<u>Description</u>	<u>Amount in Rs.</u>
<u>1.</u>	Production of Short Audio-Visual production film on various modules. (Concept, designing art working & re-editing) Duration : 01 to 10 Minutes Language : English, Hindi & other regional languages Format : HD	
<u>2.</u>	Production of Short Audio-Visual production film on various modules. (Concept, designing art working & re-editing) Duration : 11 to 20 Minutes Language : English, Hindi & other regional languages Format : HD	
<u>3.</u>	Production of Short Audio-Visual production film on various modules. (Concept, designing art working & re-editing) Duration : 21 to 30 Minutes Language : English, Hindi & other regional languages Format : HD	
<u>4.</u>	Production of Short Audio-Visual production film on various modules. (Concept, designing art working & re-editing) Duration above 30 Minutes. Language : English, Hindi & other regional languages Format : HD	
<u>5.</u>	Launch on social media on website, facebook, twitter, Instagram, linkedin and Youtube for one year.	
<u>6.</u>	Dubbing of the films in regional languages	

Note :

- 1. The price should include all govt taxes as applicable.**
- 2. The final 2-2 DVD/CD should be delivered to INGAF by the agency without any additional cost.**
- 3. Any material, if found damaged, should be replaced.**
- 4. Delivery : As mentioned in work order.**
- 5. Payment will be made after the satisfactory work and delivery of the all materials as per the clause 5 (i) and (xiii) of the Terms of Contract.**

DECLARATION

I _____ (Owner or Managing Director) solemnly affirm that the facts stated above are correct and nothing has been withheld. If any information submitted above, is found to be false or fabricated, I may be liable to be suspended and / or debarred from empanelment with the Ministry.

Signature _____

Full Name _____

Date _____

Official Seal

Note:

1. Please attach sheets wherever necessary
2. All the enclosures should be properly annexured and serial numbered
3. Please ensure that application form is complete. Incomplete application form would not be considered.
4. Last date for submission of complete application in prescribed Proforma is _____.