

**Indira Gandhi National Centre for The Arts,
(Ministry of Culture, Govt. of India)**

**Request For Proposal (RFP) document for Audio-Video Documentation in
Panchkoshi Yatra, Buxar .**

RFP Ref. No.: JS/1/21/24-25 dated: 24.12.2024

Date of Uploading of RFP	24/12/2024	05:00 PM
Last date of submission of RFP	31/12/2024	12.00 PM
Opening of Tech. Bid	31/12/2024	3.00 PM
Venue for Opening of Bids	HoD, JS Division, 2st Floor, B Wing, Indira Gandhi National Centre for the Arts, Janpath Building, (Near Western Court), Janpath, New Delhi - 110001.	

NOTE : THE BIDDERS ARE REQUESTED TO CREATE AN INDEX OF ALL THE DOCUMENTS AND ENSURE THAT NO OLD OR IRRELEVENT DOCUMENTS ARE SUBMITTED ONLINE.

**Issued by: -
Indira Gandhi National Centre for the Arts,
Janpath Building (Near Western Court)
Janpath, New Delhi –110001**

Email: janapadasampada@gmail.com

1 - Introduction:

Indira Gandhi National Centre for The Arts (IGNCA) is a premier institute that conducts lectures, seminars, exhibitions, conferences of national and international level and also cultural events. The organization is striving to document the wide variety of our culture and also engage in a critical dialogue with the larger masses for exposure to the arts. Accordingly, IGNCA invites to audio video documentation of Panchkoshi Yatra

The IGNCA proposes to audio video documentation of Panchkoshi Yatra

. It may be highlighted panchkoshi mela, Ram Vivah, Makar Sankranti Mela etc. The Audio-Video documentation developed will be used for broadcasting purpose in domestic and international platform and would also be used for publicity and promotion of various ignca Projects.

2 - Minimum Eligibility Criteria:

- The bidding agency/production house should be a company/partnership firm/other legal entity incorporated/established as per the applicable laws of India.
- The bidding agency/production house must have a valid PAN and GST Number.
- The bidding agency/production house must have turnover of Rs. 2Cr. In any of last Three years (2022-23,2023-24,2024-25(Provisional))
- The bidding agency/production house must have been in operation and working in the field of production of audio-video for a minimum period of 10 years, as on 1st, April, 2024.
- At least Two work /job order is completed by the agency/production house in AV production for govt sector/PSU in FY 2023-24,2024-25.
- The agency / production house should agree to undertake the assignment in accordance with the 'Scope of Work'.

3 - Scope of Work

- document for Audio-Video Documentation of Panchkoshi Yatra as per details given below: -

Quality required	4K/HD/SD (1080 [P] fine for social media)
Video bit depth	10
For social media	Square or 4:3 aspect ratio
Duration	40-50 Hour Shoot
Duration of Audio Rights	Perpetuity
Duration of Video Rights	Perpetuity
Post Production	GFX, Voice over, CC if required
Pre-Production	Recce, pre script
Duration of film – 60 minutes	Duration of film – 60 minutes
Production	Camera Equipment Details – A7III Sony Camera (2 no.s), CP.3 lens kit (2 no.s), Small monitor (2 no.s), Slider, Gimbal, Track (2 no.s) Light Equipment Details – Arri 575 (2 no.s), SL 200 (3 no.s), Kino 4x4 (4 no.s), Baby (2 no.s), Boom rod (2 no.s), LED (3 no.s), C stand with flag, Pattans Crew – D.O.P (2), Light persons (5), Sound (1), Assistant (4)

- Deliverables

All the footage which will be the property of the IGNCA, are required to be handed over to the IGNCA, Janpath Building, (Near western Court), Janpath, New Delhi – 110001, in one hard drives. The IGNCA reserves the right to use the footage wholly or in part in whichever manner the IGNCA deems fit.

4- Queries,

- if any queries raised by the prospective bidders regarding the bid document. All queries would be addressed to the IGNCA, Janapad Sampada Division (e-mail-id: janapadasampada@gmail.com) . Any change in the bid will be notified on the IGNCA website www.ignca.gov.in . :-

5- Guidelines for Submission of Bids

- a) Bids to be submitted in sealed Envelope
- b) IGNCA will open the Bids at the specified date and time and at the specified place as indicated in the Bid Schedule.
- c) In case the specified date of Bid opening falls on or is subsequently declared a holiday or closed day for IGNCA, the Bids will be opened at the appointed time on the next working day.
- d) THE BIDDERS ARE REQUESTED TO CREATE AN INDEX OF ALL THE DOCUMENTS AND ENSURE THAT NO OLD OR IRRELEVANT DOCUMENTS ARE SUBMITTED.**

6- Technical Bid (Form ii)

The Bid must contain the following documents:

- a) Earnest Money Deposit: Demand Draft of Rs.2,00,000/- . (Rupees Two lakh only) as Earnest Money Deposit (EMD) may be provided with the Technical Bid.
EMD amount will be accepted in the form of Demand Draft in favor of IGNCA, New Delhi. The bid without EMD is liable to be rejected.
Without prejudice to any other right of IGNCA the EMD may be forfeited by the IGNCA:
 - If a bidder withdraws the bid during the period of bid validity: or
 - In case the successful bidder refuses to sign the Agreement: or
 - If the bidder fails to furnish the Performance SecurityEMD will be refunded to the bidder within thirty days from the date of issue of award letter to the successful bidder and no interest would be paid thereon.
-The bidding agency/production house having Start-up certificate issued by GoI will be exempted from EMD.
- b) Self-attested copy of GST Certificate and PAN no
- c) Copy of the at two work /job order with completion certificate is completed by the agency/production house in AV production for govt sector/PSU.

Note: Relevant Certificates / Documents in support of fulfillment of eligibility criteria must be submitted failing which opening of Financial Bids will not be considered

7 - Financial Bid

The Financial Bid should be submitted in separate sealed envelope

8 - Performance Security:

The successful bidder shall be required to deposit an amount equal to 10% of contract value. Performance Security should remain valid for 02 months beyond the date of completion of all contractual obligations. Performance Security shall be submitted in the form of Demand Draft in favor of IGNCA, New Delhi. Performance Guarantee will be discharged after completion of contractor's performance obligations under the contract. The above security deposit will be liable to be forfeited during the period of contract, in case breach of any terms and conditions of the contracting contractor or failure to provide any services under the contractor loss results from contractor's failure and breach of obligation under the contract.

9- Financial Proposal

For Financial Evaluation, the total financial quote method for audio video documentation of Panchkoshi Yatra will be considered

Bidder should submit the financial bid, which shall indicate the details of price, applicable taxes.

The Total Financial Quote will cover all costs/ expenses of the Agency / Production House for audio video documentation of Panchkoshi Yatra as per specifications detailed in the Scope of Work, including travelling, lodging and boarding and other costs, if any. No separate cost would be allowed for travel undertaken for assignment.

NOTE: Agencies/ Production Houses may be careful while preparing their Financial Proposal and ensure that there is no mismatch while making calculations.

- a) Taxes/ GST as applicable in India will be paid as per actual and the same are not required to be indicated in the financial bid. The cost quoted will be firm and fixed for the duration of performance of the contract. At no point of time will any deviation from the quoted rate be

- entertained by the IGNCA.
- b) The Financial Bid shall not include any conditions attached to it and any such conditional financial proposal shall be rejected summarily.
 - c) The RFP document is available in the IGNCA's website.

10 - Opening of Proposals and Selection Process

All the Bids received will be opened by the committee of IGNCA.

The Technical Bid will, in the first instance, be examined in the IGNCA to ascertain fulfillment of eligibility criteria and submission of required documents.

Financial Bids of the qualified agencies / production houses will be opened after the processing of Tech Bid.

Selection of the agency/ production house will be based on the aggregate of the Technical and Financial Evaluation.

From the time the Technical Proposals are opened to the time the contract is awarded, if any Agency/ Production House wishes to contact the IGNCA on any matter related to its proposal, it should do so only in writing. Any effort by the Agency / Production House to influence the IGNCA in the proposal evaluation or contract award decisions may result in rejection of the proposal of the Agency/ Production House.

11 - Terms of Payment:

- a) No Advance payment would be allowed.
- b) Payment will be made by electronic transfer of funds to the bank account of the concerned Agency / Production House in Indian Rupees, on completion of the work to the satisfaction of the IGNCA. The Agency / Production House will submit pre- receipted invoices in triplicate, complete in all respects, on completion of the work to the satisfaction of the IGNCA and as per requirements detailed in the RFP Document or communicated subsequently by the IGNCA, for necessary settlement.
- c) The Tax component shall be paid as applicable and as per actual.
- d) For facilitating Electronic Transfer of funds, the selected agency/ production house will be required to indicate the name of the Bank and Branch, account no. (i.e. bank name, IFSC Code and Bank A/c No.) and also forward a cheque leaf duly cancelled, to verify the details furnished. These details should also be furnished on the body of the bill submitted for payment by the selected agency/ production house.

12- Other Important information

- a) The selected Agency/ Production House will be responsible for securing any copyright issues/plagiarism resorted to by the Agency/ Production House. The IGNCA will not be a party to any dispute arising out of copyright violation/ plagiarism by the Agency/ Production House.
- b) The IGNCA will not be party to any agreement between the Agency/ Production House and any other parties or persons.
- c) The responsibility of procuring all required permissions for filming at various locations in the country will be with the Agency/ Production House. However, the IGNCA will assist wherever possible.
- d) The IGNCA is however not bound to accept any tender or to assign any reason for non-acceptance. The IGNCA reserves its right to accept the tender either in full or in part. Conditional, erroneous and incomplete Bids will be rejected outright.
- e) The IGNCA reserves its right to summarily reject offer received from any agency on national security considerations, without any intimation to the bidder.
- f) The IGNCA reserves the right to place an order for the full or part quantities under any items of work under scope of work.
- g) The Agencies submitting proposals will not be permitted to alter or modify their bids after expiry of the deadline for receipt of bids.
- h) The IGNCA reserves its right not to accept bids from agencies resorting to unethical practices or on whom investigation/ enquiry proceedings has been initiated by Government Investigating Agencies / Vigilance Cell.
- i) IGNCA has the right to withdraw / cancel/ alter the bid document at any stage.

13- Penalty Clause -

Any delay of over five days from the stipulated schedule in respect of delivery schedule will attract a penalty of Rs.200/- per day.

14 - Termination -

The IGNCA may terminate the Contract of the agency or may initiate penal proceedings as per law of India, in case of the occurrence of any of the events specified below:

- a) If the Agency/ Production House becomes insolvent or goes into compulsory liquidation.
- b) If the Agency/ Production House, in the judgment of IGNCA, has engaged in corrupt or fraudulent practices in competing for or in executing this Contract.
- c) If the Agency/ Production House submits to IGNCA a false statement which has a material effect on the rights, obligations or interests of IGNCA.
- d) If the Agency/ Production House places itself in position of conflict of interest or fails to disclose promptly any conflict of interest to IGNCA.
- e) If the Agency/ Production House fails to provide the quality services as envisaged under this Contract. Reasons for the same would be recorded in writing in such an occurrence; IGNCA shall give a written advance notice before initiating action.

15 - Force Majeure

- a) 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. Force Majeure shall not include (a) any event which is caused by the negligence or intentional action of a Party or by or of such Party's agents or employees, nor (b) any event which a diligent Party could reasonably have been expected both to take into account at the time of being assigned the work, and avoid or overcome with utmost persistent effort in the carrying out of its obligations hereunder. Force Majeure shall not include insufficiency of funds or manpower or inability to make any payment required for execution of services under this Contract.
- b) A Party affected by an event of Force Majeure shall immediately notify the other Party of such event, providing sufficient and satisfactory evidence of the nature and cause of such event, and shall similarly give written notice of the restoration of normal conditions as soon as possible.

16 - Arbitration

Any claim, dispute or difference relating to or arising out of this Agreement shall be referred to the arbitration, of a sole arbitrator. The arbitration shall be subject to the Arbitration and Conciliation Act, 1996 as may be amended from time to time. The Delhi International Arbitration Centre will appoint the Sole Arbitrator and will conduct the Arbitration in accordance with its rules for the conduct of Arbitration proceedings then in force and applicable to the proceeding. The seat and venue of arbitration shall be New Delhi. The proceedings shall be undertaken in English. The arbitration award shall be final and binding on the parties.

17 - Dispute Resolution:

In case of dispute in relation to this RFP/Agreement or with respect to the further related contracts all disputes are to be resolved in the Courts within the Jurisdiction of Delhi State.

FORM 1
TECHNICAL PROPOSAL
Letter of Proposal (On
Bidder's Letterhead)

Dated:

HOD JS

IGNCA

Janpath, Delhi- 110001

Sub: Request For Proposal (RFP) document for Audio-Video Documentation in Panchkoshi Yatra.

Dear Sir/ Madam,

1. With reference to your RFP document dated. , we, having examined the Bidding documents and understood their contents, hereby submit our Proposal for the aforesaid Assignment. This proposal is unconditional.
2. All information provided in the Proposal and in the Appendices is true and correct.
3. This statement is made for the express purpose of qualifying as a Bidder for under taking the Assignment.
4. We shall make available to the IGNCA any additional information it may find necessary or require to supplement or authenticate the Bid.
5. We acknowledge the right of the IGNCA to reject our Proposal without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
6. We certify that, we have neither failed to perform on any contract, as evidenced by imposition of a penalty or a judicial pronouncement or arbitration award, nor been expelled from any project or contract nor have had any contract terminated for breach on our part nor blacklisted nor debarred by any state/ central Government or their agencies including Central/State Level Public Enterprises.
7. We declare that:
 - a. We have examined and have no reservations to the Bidding Documents, including any Addendum issued by the IGNCA.
 - b. We do not have any conflict of interest in accordance the RFP document;
 - c. We have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as defined in the RFP document, in respect of any tender or request for proposal issued by or any agreement entered into with the IGNCA or any other public sector enterprise or any government, Central or State; and
 - d. We hereby certify that we have taken steps to ensure that inconformity with the provisions of the RFP, no person acting for us

or on our behalf has engaged or will engage in any corrupt

practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.

8. We understand that you may cancel the Bidding Process at any time and that you are neither bound
 - a. to accept any Proposal that you may receive nor to invite the Bidders to Bid for the Assignment, without incurring any liability to the Bidders, in accordance with the RFP document.
9. We declare that we are not a Member of any other firm submitting a Proposal for the assignment.
10. We certify that in regard to matters other than security and integrity of the country, we have not been convicted by a Court of Law or indicted or adverse orders passed by a regulatory authority which could cast a doubt on our ability to undertake the Assignment or which relates to a grave offence that outrages the moral sense of the community.
11. We further certify that in regard to matters relating to security and integrity of the country, we have not been charge-sheeted by any agency of the Government or convicted by a Court of Law for any offence committed by us or by any of our Associates.
12. We further certify that no investigation by a regulatory authority is pending either against us or against our Associates or against our CEO or any of our Directors/ Managers/employees.
13. We undertake that in case due to any change in facts or circumstances during the Bidding Process, we are attracted by the provisions of disqualification in terms of the guidelines referred to above, we shall intimate the IGNC A of the same immediately.
14. We hereby irrevocably waive any right which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by the IGNC A in connection with the selection of the Bidder, or in connection with the Bidding Process itself, in respect to the above mentioned Assignment and the terms and implementation thereof..
15. In the event of our being declared as the successful Bidder, We agree to enter into an Agreement in accordance with the draft that has been provided to us prior to the Proposal Due Date. We agree not to seek any changes in the aforesaid draft and agree to abide by the same.
16. We have studied all the Bidding Document carefully. We understand that except to the extent as expressly set forth in the Agreement, we shall have no claim, right or title arising out of any documents or information provided to us by the IGNC A or in respect of any matter arising out of or concerning or relating to the Bidding Process including the award of Concession.
17. The Fee has been quoted by us after taking into consideration all the terms and conditions stated in the RFP, draft Agreement.

18. We agree and understand that the Proposal is subject to the provisions of the Bidding Document. In no case, we shall have any claim or right of whatsoever nature if the assignment is not awarded to us or our Proposal is not opened.
19. We agree to keep this offer valid for 180 (One hundred eighty) days from the Proposal Due Date specified in the RFP.
20. We agree and undertake to abide by all the terms and conditions of the RFP document. In witness thereof, we submit this Proposal under and in accordance with the terms of the RFP document.

Yours faithfully,

Date: (Signature of the Authorized signatory)

Place: (Name and designation of the of the Authorized signatory) Name and seal of Bidder

FORM III Financial Capacity of the Bidder

Particulars	Rupees inCrores		
	2024-25	2023-24	2022-23
Annual turnover			
Average Turn overfor 3years			

(Signature of Authorized signatory with official seal)

This is to certify that the above information has been examined by us on the basis of relevant documents & other relevant information and the information submitted above is as per record and as per details annexed.

Signature, Address, Seal & Membership No. of Chartered Accountant

APPENDIX-II FINANCIAL PROPOSAL SUBMISSION FORM

Our detailed financial proposal Submission of Proposal against your RFP dated follows is as dated follows is as

S. NO A	Particulars B	Basic price C	GST as applicable (presently 18%) D	Total cost for the project (C+D) E
1.	Total Cost of providing services as per the To R and SoW mentioned in the RFP			
Total cost in words:				

Signature of the Authorized Signatory with official seal

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Documentation in Panchkoshi Yatra, Buxar .**

FORM II

Particulars of the Bidder

1. Name of the Agency :
2. Address for Communication:
3. Date of Incorporation [For Agencies]:
4. GSTIN (Copy to be enclosed) [For Agencies]:
5. PAN (Copy to be enclosed):
6. Experience in dealing with AV production (in years) with proof:
7. Details of Contact person:
8. Any other details:

(Signature of the Artist/Authorized signatory)
(Name of the Artist/ Authorized signatory)
Name and seal of Bidder