

**Indira Gandhi National Centre for the Arts  
C.V. Mess Building  
Janpath  
New Delhi – 110 001**

**Tender Document**

**Tender Enquiry for Hiring of Technical Equipments, Studio facilities and Manpower**

**Tender Document is free of cost**

**Critical Date Sheet**

- |       |                                    |   |                       |
|-------|------------------------------------|---|-----------------------|
| (i)   | Submission Date of Tender Document | : | 25-04-2018 at 3 PM    |
| (ii)  | Pre bid meeting                    | : | 1-05-2018 at 11 AM    |
| (iii) | Last date for submission           | : | 09-05-2018 at 3PM     |
| (iv)  | Date of opening of Technical bid   | : | 10-05-2018 at 3:30 PM |
| (v)   | Date of opening of Financial Bid   | : | 14-05-2018 at 10 AM   |

Signature of Tenderer

## **Tender Enquiry for Hiring of Technical Equipments, Studio Facilities and Manpower**

Indira Gandhi National Centre for the Arts (IGNCA), an autonomous trust of Ministry of Culture is a nodal agency in India for all the Arts. It has a number of quality publication and documentations to its credit. The Arts here are understood to comprise the fields of creative and critical literature, written and oral; the visual arts, ranging from architecture, sculpture, painting and graphics to general material culture, photography and films; the performing arts of music, dance and theatre in their broadest connotation; and all else in fairs, festivals, rites, rituals and lifestyle that has an artistic dimension. Through its diverse programmes of research, publication, documentation, training, creative activities and performances, the IGNCA seeks to place the arts within the context of the natural and human environment. The fundamental approach in all works is both multi-disciplinary and inter-disciplinary.

2. The Media Centre of IGNCA is engaged to do multi disciplinary audio/video research and documentation. Over the years IGNCA has produced more than 200 specialized documentaries and those were transmitted through national television. The Media Centre does pan-Indian field documentation of various themes/orality and create documentaries for outreach. Media Centre has scaled international standard as two of its documentaries got UNESCO recognition. The Centre does round the year documentation in all the States through multi camera or single camera set up and thereafter undertakes post-production for creating long research documentation films or short films.

3. Quotations in sealed cover (separately for Technical and financial bids) are invited from reputed establishments who can provide quality job and having proper equipments and technicians including modern infrastructure and back up support of high standard for providing Technicians, Studios/facilities (video and audio). The contract would be for a period of two years commencing from the receipt of acceptance from the successful bidder/any later date as may be decided by IGNCA for undertaking various jobs related to documentations and post productions. Schedule of requirement is given in Annexure 1'B'

4. General information about the tender.

(a) Time and date for opening of tenders :-

(i) Technical bids will be open at 10-05-2018 at 15:30. hours in the office of Chief Advisor (Media Centre), IGNCA.

(ii) Tenderers qualifying the technical bid will be required to give 10 minutes presentation of their proposal at 11-05-2018 at 11 AM onwards.

- (iii) The financial bids will be opened on 14-05-2018 at 10:00 AM at Media Centre, IGNCA of only those Tenderers who will qualify technical scrutiny on the basis of the documents attached with technical bids at their presentation.
  - (iv) The quotation shall be valid for 90 days from date of opening of tender.
- (b) Tender documents can be downloaded from CPP Portal or IGNCA Website [www.ignca.nic.in](http://www.ignca.nic.in)
- (c) Address for communication: **Chief Advisor (Media Centre), No.3, Dr. R.P.Road, IGNCA, New Delhi.**

6. The bidders should upload EMD of Rs.1.0 lakh (Rupees one lakh only) as bid money (earnest money) along with their quotation on the CPP Portal. The bid money will be accepted in the form of Account Payee Demand Draft drawn in favour of IGNCA. **(The earnest money must be uploaded along with the technical bid only and should be submitted to Chief Advisor, Media Centre physically later on).**

7. **Technical Bid:** Technical Bid is to be submitted on Company Firm's letter head giving full details and attaching the supporting documents as specified at Annexure 1(A). No document which is part of financial bid is to be attached with technical bid.

8. **Financial Bid:** Financial bid have to be given as per Annexure-I 'B' and rate must include all the taxes. The lowest tender will be decided on the basis of total of all the items. All tenderers are advised to quote rates for all the items and non-quoting for any of the item will lead to rejection of tender.

9. Sealed quotations will be opened by a Committee on due date and time. Authorized representative from the Company can attend the tender opening. If due to any exigency the due date for opening of tenders is declared as closed holiday, in such cases the tenders will be opened on next working day at the same time or any other day/time as intimated by the IGNCA.

11. The offer must be firm and valid for providing the services as per the bid for a period of 24 months from the date of acceptance of offer/award of contract.

12. **Taxes & Levies/ financial documents:**

Details of all applicable taxes including service tax are to be mentioned, if any, along with PAN/TAN number, Service Tax number and other necessary documents .

The tenderers should submit duly audited balance sheet along with profit and account loss for the last three financial years to judge the status of their reputation.

13. The broad guidelines for evaluation of offers will be as follows:-
- (a) Only those offers shall be evaluated which are found to be fulfilling all the eligibility and qualifying requirements of the tender;
  - (b) The Lowest/Acceptable tender shall be considered for placement of Contract/Supply Order after complete clarifications.
14. The tender is being issued with no financial commitment and IGNCA reserves the right to change or vary any part thereof at any stage. IGNCA also reserves the right to reject/cancel any tender or whole tender process without assigning any reason.
15. The EMD of the unsuccessful bidders will be refunded except that of L1 and L2 Bid. The EMD of L1 and L2 Bid would be refunded after award of contract. A performance Guarantee of Rs.3.0 lakhs in the form of FD/ Bank Guarantee in favour of IGNCA valid for the period till 19.08.2015 would need to be given by the successful Bidder before the award of the contract.
16. **JOB PROFILE/TECHNICAL REQUIREMENTS**
- (i) All prospective bidders are required to have their own Studios, field equipments and experience in the field of post production (Modern Editing Facilities) on various fields of art and culture for a minimum period of five years.
  - (ii) The bidders should have experience with atleast three Government organizations for carrying out similar assignments for them. Documents in this regard are to be enclosed.
  - (iii) They should have undertaken post production work/supply of equipments on hire/lease and skilled manpower of at least Rs.40.00 lakhs per annum for at least three previous years.
  - (iv) Firms should ensure that all the quoted equipments should be of reputed brands and in good working conditions. IGNCA may inspect equipments in the vendor's location anytime before assigning the work and has the right to decide on physical evaluation of equipments/facilitation.
  - (v) Technicians should at least have five years of experience in their respective trades (not in the capacity of Assistants). In case of multi camera operators, the Cameraman should have five years of experience of independent operations.
17. **Pre-bid Meeting** : A Pre-bid Meeting will be held in office of Controller (Media Centre) IGNCA on 1<sup>st</sup> May at 1 hrs. to brief potential tenderers on exact requirements and to clarify any doubts. Desirous tenderers can attend the meeting however it is not a must.

**Technical Bid**  
**Essential Requirement for Qualification**

**A. Eligibility of Bidders**

- (i) All prospective bidders are required to have their own Studios, field equipments and experience in the field of post production (Modern Editing Facilities) on various fields of art and culture for a minimum period of five years.
- (ii) Upload EMD of Rs. 100000/- (One Lakh only) and submit physical DD/Banker's Cheque to Controller Media Centre.
- (ii) The bidders should have experience with at least three Government organizations for carrying out similar assignments for them. Documents in this regard are to be enclosed.
- (iii) They should have undertaken post production work/supply of equipments on hire/lease and skilled manpower of at least Rs.40.00 lakhs per annum for at least three previous years.
- (iv) Firms should ensure that all the quoted equipments should be of reputed brands and in good working conditions. IGNC A may inspect equipments in the vendor's location anytime before assigning the work and has the right to decide on physical evaluation of equipments/facilitation.
- (v) Technicians should at least have five years of experience in their respective trades (not in the capacity of Assistants). In case of multi camera operators, the Cameraman should have five years of experience of independent operations.

1. Name of the Firm/Company.
2. Address of the Firm/ Company
3. Contact Number.
4. Fax Number.
5. Data of incorporation/registration
6. Whether proprietary/company/partnership firm
- 7.. Facilities available with the vendor at Delhi

- (i) Proof of owning Studio with post production Units
  - (ii) All field equipments – list to be attached with ownership details
  - (i) Technicians with five years experience – List to be attached.
8. (a) PAN no. (attach copy)
- (b) TAN no. (attach copy)
  - (c) Sales Tax no. (attach copy)
  - (d) Copy of income tax return for last three years
9. Details of earnest money

**Signature of Tenderers**

**Financial Bid**

**Professionals**

<b>S.No.</b>	<b>Category</b>	<b>Rate</b>	<b>Per professional per day</b>
1.	Cameraman		
2.	Production Manager		
3.	Vision Mixer/ On line Editor		
4.	Sound Recordist(SRSE)		
5.	Lighting Director		
6.	Assistant Cameraman		
7.	Production Assistant		
8.	Lightman		
9.	Camera Attendant		
10.	Floor Manager		
11.	Editor(Video)		
12.	Make up Artist( with material)		
13.	Spot Boys		
14.	Engineering Assistant (Studio operations)		
15.	Multi track sound Studio With Recordist per hour/per shift		
16.	Sound Technician		
17.	Technical Helper		

**Total Annexure 1 (B) Page 1**

**Signature of Tenderers**

**Facilities (Video)**  
(Technical requirement)

<b><u>S.No.</u></b>	<b><u>Facility</u></b>	<b>Rate</b>	<b>per unit per day</b>
1.	Multi set up Without professionals 3 Cameras (per day) Additional Camera chain	Full HD digital recording	
2.	Individual Camera ENG	PMW-350	
3.	Non Linear Editing (Per shift) 8 hours	with Editor on FCP	
4.	DVCPRO – 50 PLAY/RECORDER	DVC Pro-50	
5.	Sony NX-3/5 Camera Basic Unit	Sony NX-3/5	
6.	LCD Projectors	2000 lumens 3500 lumens 5000 lumens 6500 lumens	
7.	Crane (with Operator)	Long Arm/short Arm	
8.	Track Trolley (With trolley pullers) Straight/Round	Per 10 feet straight and round	
9.	Lights (All variety) including cool lights	Multi 10, Multi 20, Baby, strobe, solar etc. HMI, 2.5 to 5 KV, Solars Kino – Flo, softy, LED lights	
7.	Steadycam with Operator		
8.	Zimmy Zip with Operator		

**Signature of tenderers**



**Annexure 1 (B) page 3**

<b><u>S.No.</u></b>	<b><u>Facility</u></b>	<b>Rate</b>	<b>per unit per day</b>
12.	DVD cover/jacket(with Design & Print)		
13.	DVD(Bulk duplication) i) written ii)stamped		
14.	Silent Generator 62 KVA		
15.	Portable Field Generator		
16.	Sound Recordist with field equipments		
17.	Package for 03 Camera Multi set up(Full HD with Digital recording) at outstations with professionals except for transportation.		
18.	Tele Cine from 16 mm/35 mm to digital video format.		

**Signature of Tenderers**

**Total Annexure 1 (B) Page 2-3**

**Facilities( Audio)**

S.No.	Facility	Rate per unit per day
<b>A</b>	<b>INDOOR</b>	
1)	PA system with audio recording facility – upto 6 mics with 2 speakers and 4 speakers	
2)	PA system with audio recording facility – upto 16 mics with 4 speakers	
3)	Conference system with audio recording facility. (12 microphones/24 microphones)	

**EXTRA REQUIREMENTS**

- i) Blue Ray Player
- ii) DVD Player
- iii) Cordless Hand mics
- iv) Cordless Lapel mics
- v) Extra mics
- vi) Screen with sizes – 6 ft.x 8 ft, 8 ft. x 10 ft., 10 ft. x 12 ft.
- vii) Stereo Cassette Player
- viii) Laptop
- ix) Foot Mic

**B. OUTDOOR**

- 1) PA system with audio recording facility for gathering of 200 persons and 400 persons
- 2) Channel Music system for exhibitions

Total **Annexure 1 (B) page 4**

Note 1: All systems with recording facility are to be with both recording formats – Cassette and digital.

2: Rate should be inclusive of all type of taxes.

3: Shift means a shift of 8 hours.

**Signature of Tenderers**

**OTHER FACILITIES**

1. Krammer Seamless Switcher  
725 with 21 input, pro scale fade through switching and PIP facility.
2. Krammer video distribution amplifier for distortion free signals  
With HDMI to VGA Convertor  
VGA to HDMI convertor
3. Plasma LCD/LED Screens
  - (i) 22 inch
  - (ii) 32 inch
  - (iii) 40 inch
  - (iv) 50 inch
  - (v) 60 inch
  - (vi) 78 inch
  - (vii) 85 inch
4. Indoor video/LED wall pitch 5.0 m.m. with high resolution having high contrast ratio.
5. Cabinet 640 mm x 640 mm with lens based switcher processor which accepts HDMI, VGA and composite signals.
6. High configuration Audio/visual software based computer system capable of display on multiple Plasma/LCD screens placed at separate booths, with switching facility to play video HD Data or computer files having personal audio listening facility with high quality of headphones at each booth.
7. Outdoor LED having high brightness with switching system which accepts HDMI, VGI and video signal switching.
8. Blue Ray DVD publication with DVD duplication, DVD design and print
9. Pen Drive Publication
  - (i) 8 GB
  - (ii) 16 GB

- (iii) 32 GB
  - With (a) digital printing on inlay card
  - (b) sticker printing on inlay card

10. DVD publication (whole package) including preparation of a single DVD/twin DVD preferably SONY in one case with design on fine quality paper, printing of inlay card and booklet of 4.75 inch x 7 inch.
11. Digitization of video tapes of different formats with archival standards
12. Cannon 5D Mark III/Mark IV with Lens Kit Canon with CP-II Lens Kit
13. Canon C-300 with Canon lens kit with CP-II lens kit
14. Red 4K/5K with Lens Kit
15. Multi camera three Camera setup with Ex-3 Cameras, HD Switcher and HD Hard disk recorder (Semi HD).
16. Multi camera three camera full HD HSC 100 or equivalent digital Trax technology with 16 Bit A/D conversion as well as 2/3 inch CCDs
17. VHF Cordless delegate mikes with digital display and volume control on each mike having atleast 45 ft. frequency range.
18. Wide Angle Lens – J-11

**Total : Annexure 1(B) pages 5-6**

**Grand Total Annexure 1 (B) pages-1- 6**

**Signature of tenderers**