

**STATE AGENCY FOR DEVELOPMENT OF HANDLOOM CLUSTERS
(SADHAC)**

(An autonomous agency under H.T&H Dept. Government of Odisha)

NOTICE INVITING OFFER

No; IEC/10/2019

DATE: 20/10/2019

**EXPRESSION OF INTEREST (EOI) FOR PRODUCTION OF SHORT
FILMS ON WEEKLY BALIJURI HAAT**

1. Introduction:

Handloom is a part of great cultural heritage of Odisha and it reflects the artistry of Tie & Dye technique. The strength of Tie & Dye culture lies in innovation & intricate designs which cannot be replicated by power loom. Balijuri Haat in Bargarh District plays a vital role in marketing of handloom products and related handloom items like Raw material (Yarn, Dyes & Chemicals), equipments etc.

The Haat functions in the market yard of the Regulated Market Committee situated on Bargarh-Barpali road which is nearly 8 km away from district headquarter of Bargarh and sits on every Friday from around 4.00 AM to 11.00 AM. It is attended by large numbers of weavers from across the state and nearby State like Chattisgarh to undertake the business activities relating to production of handloom products.

The Haat is one of its kinds in the entire country and hence it is proposed to make an audio visual documentary film on the activities of the Haat which can be made available in easily understandable format using electronic, web, sound media and new media platform. Being entrusted by the Handlooms, Textiles and Handicrafts Department in Government of Odisha, SADHAC invites proposals from the reputed film making agencies (Companies/production house etc) for production of a documentary film. The story line should contain brief on the activities of Balijuri Haat and other useful information relating to the Haat.

2. Scope of Work:

- 1) Duration of film: 10-15 minutes
- 2) Language: Master Production in English
- 3) Dubbing Language: 1 (Odia)
- 4) Film should be ready to be dubbed in any other national languages whenever required.
- 5) Shoot format: shooting in HD and mastering in various formats as specified in deliverable.
- 6) Script, music score, voice over and animation/graphics
- 7) Story boarding and script writing based on the clients briefing.

3. Deliverable:

- 1) Master copy of each film including dubbed versions in full HD format (MOV file)
- 2) DVD copies of each film including the dubbed versions.
- 3) Copies of the final scripts in print form (both English and Odiya language)
- 4) Synopsis of film (word doc or rtf format as well as hard copy)
- 5) Low resolution Compressed file of each film including the dubbed versions suitable for uploading in website/social media.

4. Eligibility

Film making companies / production houses/firm who are fulfilling the following conditions will be eligible for submission of bid:-

- a) Bidder should have minimum 05 years experience in the relevant field as a registered firm.
- b) Average annual turnover of the firm should be Rs.50 lakh or above during last 3 years.
- c) Bidders should have experience in relevant field.

5. Cost of the Project:

The cost of the project will not exceed the benchmark rate fixed by the Information and Public Relation Department, Government of Odisha.

6. Bidding Process

Bidding process will consist of two separate biddings viz. technical bidding and financial bidding through a two cover system. Two separate covers containing technical and financial bids need to be placed in a single large envelope.

7. How to Apply

(i) The bidder must submit its Technical Bid and Financial Bid in two separate 'sealed envelopes' (duly super-scribed "Technical Bid" and "Financial Bid" on the each envelope). Both these sealed covers should be enclosed in an outer cover and submitted to SADHAC. **Formats of Part-1 to Part-5** are being given along with the application form. All covers must have the full address of the applicant. **Two separate covers containing technical and financial bids need to be placed in a single large envelope.** Envelopes to be marked at the top in bold letters: "Offer for Production of Short Films on Balijuri Haat".

(ii) The bids should be submitted in the prescribed format. Bids not in the format will be rejected.

(iii) The technical bids must be accompanied with:-

- Working experience of the Bidder in the field of production of Documentary films. Documentary proof in support of business done in the field of film/audiovisual production related to promotional programmes done in the past/being done with departments of the Central/State Government, PSUs and others. Self attested copy of the work orders for last one year needs to be attached.
- Self attested copy of the company /firm registration certificate.
- Attach copy of the annual audited balance sheet of the firm for last 3 years along-with a statement indicating annual turnover of the company/firm.

- Registered company/firm /production house should submit GST registration, PAN card copy etc.

(iv) Application should be accompanied by an Earnest Money Deposit (EMD) of Rs. 10,000/- (Ten thousand rupees) in shape of a Demand Draft (DD) drawn in favour of “SADHAC” payable at Bhubaneswar. The DD will be subsequently adjusted against Security deposit /performance guarantee to be submitted by the successful applicant and in the remaining cases the amount will be returned within 15 days from the date of the finalization of the selection process.

(v) The duly signed bids should reach to: **Chief Executive Officer, State Agency for Development of Handloom Clusters (SADHAC), 1st Floor, Directorate of Textiles, Satyanagar, Bhubaneswar – 751007 on or before 3.00 PM of 6th November 2019.**

Bids received (by post or by hand) after due date and time shall be summarily rejected. Technical Bid will be opened on **6th November’2019 at 04.30 PM** in the presence of those applicants or authorized representative. For any query related to submission of proposal, applicant may contact Chief Executive Officer, SADHAC on phone No.0674-2572256 or email sadhacorissa@gmail.com.

8. Evaluation Process

All the received proposals will be scrutinized by the committee constituted by SADHAC **for opening the Offer**. The committee will check all the documents (Application in format/Registration Certificates/proof of experience/ work orders received/Copy of the audited balance sheet/year-wise turnover for last three years /EMD/PAN Card /sample CD/scripts/Financial bids etc.) submitted by the bidder. The committee will prepare a list of all eligible bidders and will recommend their name for technical evaluation.

SADHAC has adopted a two bid selection process for evaluation of the Offers. The technical evaluation will be carried out first. Based on this technical evaluation, a list of short-listed applicants will be prepared and subsequently the financial evaluation will be carried out.

The technical evaluation will be carried in two stages. In the first stage the written technical proposal would be evaluated and scores would be assigned. Technical Proposals will be evaluated on the basis of bidders experience in production of films and development video series, proposed methodology and proposed preparedness/script. The Scoring criteria to be used for evaluation will be as follows.

Technical Stage-I

Evaluation Criteria (Total Marks 75)

Sl. No.	Parameters	Total Marks	Evaluation Criteria	Marks
1.	Firm's Experience in Making of Audio Visual Documentary Films on success stories.	25	10 marks for last 5 years and 2 additional marks for each preceding year subject to a maximum of 20 marks:	20
			Documentary films on Handloom Industry.	05
			All above	25
2.	Average Annual Turn Over during last three years	10	Above 50 lakh to 75 lakh.	4
			Above 75 lakh to 1 Cr.	6
			Above 1 Cr to 1.5 Cr.	8
			Above 1.5 Cr and above	10
3	Awards received (From Concerned Ministry / Department)	10	State Award	05
			National Award	05
4.	Evaluation of Work Performance (sample of work executed to be submitted in the form of CD/Pen drive).	15	Marks will be given basing on the quality on criteria like Storyline / Graphics/voice over /Music/ Overall Impact	15
5.	Sample Script	15	Preparedness, Approach and use of content	15
Total Marks		75		75

Bidders scoring 40 marks and above will be invited for participation in the 2nd stage of technical evaluation.

Technical Stage-II (25 Marks)

All eligible bidders of 2nd stage would be invited for a detailed power-point presentation before an expert committee nominated by SADHAC on the written script submitted for 1st stage of evaluation.

Combined Technical Scores

The committee will prepare combined technical scores of the participants in the 1st and 2nd stage Technical basing on which SADHAC would prepare a list of top three qualifiers for opening of their Financial bid.(Scoring marks of 1st Technical evaluation out of 75 and 2nd Technical Evaluation out of 25 marks)

Financial Evaluation

A date, time and venue will be notified to the applicants qualified for participation evaluation in the financial bid. Applicant may attend in person or depute his/her authorized representative for participation in the financial bidding process. The financial proposal of all the top 3 qualifier will be opened and the work will be awarded to the applicant quoting the least cost (L-1).

9. Copyright:

SADHAC shall hold the proprietary rights on the use, marketing and intellectual etc. of the film and all shooting material. Under no circumstances the producer will be allowed to use the film/any portion of the film for whatsoever reason it may be.

10. Payment: Payment will be made in following stages.

- a. 100 % of the contract value (plus taxes thereof, less deductions if any) along with the Security Deposit would be released on submission of the final deliverables of the documentary.
- b. At all the stages, the statutory taxes, levies and government deductions will be made as per the Government rules and guidelines.

11. Pre Bid Meeting :

Pre bid meeting will be held for clarifying issues or clearing doubts if any on 28th Oct'2019 at CEO, SADHAC Office at 3.00 PM.

12. Force Majeure:

Neither party will be liable in respect of failure to fulfil its obligation, if the said failure is entirely due to Acts of God, Governmental restrictions or instructions, natural calamities or catastrophe, epidemics or disturbance in the country. The party affected by an event of Force Majeure will immediately notify to the other party about its inability to fulfil its contractual obligation resulting from such Force Majeure Act. It should similarly be notified to the other party on cessation of disability arising from such event.

13. Arbitration:

In case of any disputes and on written request of the agency, an arbitrator shall be nominated by Director of Textiles & Handloom, Govt of Odisha whose decision shall be final and binding on both parties.

14. Jurisdiction:

All legal disputes are subject to the jurisdiction of court of Bhubaneswar only.

15. Other Terms and Conditions

- a. The bid will be out-rightly rejected without assigning any reason thereof, if the bidder is found involved in any criminal cases, declared blacklisted by any Govt./Semi-Govt./Agencies.
- b. The production should be of high quality, meeting the industry standards. Competent and approved talent/voices should be used.
- c. Appropriate use of modern editing techniques including rendering of text/visuals, multi layering, composting, chromo key, special effects etc. should be made to make the film visually very rich.
- d. The Proposal shall be valid for a period of not less than 75 days from the Proposal Due Date (the "PDD").
- e. Director Textiles & Handloom and Vice Chairman, SADHAC reserves the right to accept or reject any or all Offer(s) without assigning any reason thereof.
- f. The successful bidder will have to submit final deliverables as per the following work schedule on the date issuing date of work order.

Script: Agency needs to take prior approval before shooting.

Rough cut: 10 days from the approval of the script

Final Product: 30 days from the approval of the rough cut

- g. Director Textiles & Handloom and Vice Chairman, SADHAC has right to extend the period for completion of job on genuine reasons if necessary.
- h. No TA/DA will be admissible to the bidder or his authorized representative to attend any work in connection with this Offer.
- i. Penalty will be imposed as per rule if the delivery of the final product is delayed beyond the agreed date of delivery.
- j. All Raw stock to be handed over to SADHAC.

Part-1

APPLICATION FORM

Sl. No.	Particulars	Details
1.	Name of Proposer	
2.	Name of the firm/company	
3.	Complete Address for communication (Address with pin code, telephone Numbers fax no and emails).	
4.	Phone /Mobile Number (ii) Email Id	
5.	Legal status of Organization (If partnership firm, state the name and address of your partners. if company state the names and addresses of Directors, photocopies of the certificate of registration should be attached)	Yes No
6.	(i) PAN Number (ii) GST number (iii) Annual Financial Turnover of the bidder during last 3 years (Audited Financial Statement)	
7.	Brief Description of the Proposer's Activities	
8.	Number of Documentary films produced in similar kind of activities and others (Specify)	
9.	Details of DD Enclosed for Rs.10,000/- being EMD for the application.	
10.	Any other relevant information	

DECLARATION

- (i) I/We..... (Authorized signatory for the proposer) 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 Offer process.

- (ii) I/We permit SADHAC to inspect my studio facilities & other records to ascertain the above facts.

- (iii) I/We permit SADHAC to cross check the above facts from any other source.

- (iv) I/We or my authorized representative, if required by SADHAC would make presentation before Selection Committee at my own cost.

- (v) Hereby, I/We declare that, our company has not been blacklisted by any Govt. organization

- (vi) Here by I/We declare that I/We shall adhere to the terms and conditions mentioned in Notice inviting proposal.

Signature with stamp:.....

Full Name:.....

Date:.....

PART – 2

PROPOSER'S EXPERIENCE

**1. Brief Description of the Proposer's Activities related to Audio Visuals production
(Attach separately) in the last year**

Sl. No.	Name of Production	Year of Production	Format	Duration	Language	Organization for which produced	Copy of the work order/documentary proof placed at

2. Awards, certificates and accolades received for Audio Visual production/Programmes

Sl. N	Programmes	Details

SIGNATURE OF THE PROPOSER WITH STAMP

PART – 3

PREPARDNESS, APPROACH AND SCRIPT

Instructions:-

Enclose a detailed sample script for an Audio Visual film on “**Balijuri Haat**” which may include description of contents, visuals, etc. Present the preparedness and approach to be adopted for the films. Give a detailed description of how a typical film would look like. The Final Report should not exceed 5 pages.

PART – 4

SAMPLE CD or PEN DRIVE OF LAST YEAR WORK

Sample programme of earlier programme produced by the applicant

I/We..... enclose a sample programme
produced by our firm/agency titled.....
..... In DVD/Pen drive format.

1. Name of the programme/Assignment:
2. Year of Production :
3. Brief description of the programme/Assignment (not more than 200 words)
4. Awards/accolades won by the film, if any:
5. Any other information:

SIGNATURE OF THE PROPOSER WITH STAMP

[Check the DVD or pen drive being sent by you. In particular check if the DVD or pen drive is played in a DVD player (and not just in computer). In case the DVD fails to play then SADHAC will reject the proposal]

PART-5

FINANCIAL BID

(One copy in a separate sealed cover)

We offer to undertake the project to produce one documentary film of 10 to 15 min. as per the Offer document for a total cost of Rs. _____
(Rupees.....) exclusive of the G.S.T.

Name of the Proposer:

Name of the Company :

Date :

Place :

Signature of the authorized signatory with stamp

* *NOTE: The cost mentioned here would be considered as the final quote from the firm.*

CHECK LIST

Sl.No.	Items	Page No.
1.	Application form & Declaration (Part -1)	
2.	Proposer's Experience (Part-2)	
3.	Preparedness, Approach and Script (Part-3)	
4.	Sample CD/Pen drive of last work (Part-4)	
5.	Financial Bid (Part-5)	
6.	Company Registration proofs	
7.	PAN and GST Number proof	
8.	Audited Financial Statement	
9.	EMD of Rs.10,000/-	

LETTER OF AUTHORISATION FOR ATTENDING BID OPENING

(To be submitted by agencies on their letter head)

To,

CEO, SADHAC

Sub-Authorisation for attending Bid opening on (date) in the EOI No.
dated.....for.....

Following persons are hereby authorised to attend the bid opening for the EOI-cum-RFP mentioned above on behalf of(agency) in order of preference given below.

Name	Specimen Signature

Signature of the agency or of the authorised signatory