

UNIVERSITY OF JAMMU, JAMMU

Tender Notice

For and on behalf of University of Jammu detailed proposals are invited for making video film of about 30 to 40 minutes (final product required after recording and editing on Ultra HD 4K Video format, 5.1 surround sound format) based on the "Golden Jubilee Celebrations" of the University of Jammu showcasing the history, profile, events, interviews, achievements etc. of University of Jammu.

Submission of tender on or before - **02/04/2019**

Opening of tender - **05/04/2019**

(Followed by presentation)

Kindly refer to www.jammuuniversity.in for further details.

No.

Dated:

Sd/-
Convenor,

Notice Inviting Tender

For and on behalf of University of Jammu detailed proposals are invited for making video film of about 30 to 40 minutes (final product required after recording and editing on Ultra HD 4K Video format, 5.1 surround sound format) based on the "Golden Jubilee Celebrations" of the University of Jammu showcasing the history, profile, events, interviews, achievements etc. of University of Jammu.

ELIGIBILITY CRITERIA

FOR VIDEOGRAPHY COVERAGE OF UNIVERSITY OF JAMMU

1. The firm/applicant should have minimum **Three years** satisfactory experience of broadcasting of quality work. The documentary evidences like award letter and performance certificate or recommendations of the institutions shall also have to be submitted.
2. The firm/applicant should have a cumulative turnover of at least 03 lakhs in the last three consecutive years. Supporting documents (balance sheet/return file) should bear the endorsement and seal of the firm. The balance sheet should have been audited by a Chartered Accountant.
3. Firm/applicant should have a valid PAN/GST number as required under Law.
4. Firm/applicant should not have been blacklisted/debarred by any government organization/PSU. Certificate (on Affidavit duly attested by 1st class magistrate) to this effect should be included in the Technical bid.
5. The Tenderers shall be required to submit the EMD of Rs. 10,000/- (ten thousand only) in the technical bid. **The bid without EMD will be considered as non-responsive and shall be outrightly rejected.**

Terms and Conditions

1. Interested firms/applicants are requested to submit their bid using *Two Envelope methodology*.

The first envelope Technical part shall consist of compliance to eligibility requirements, technical specification and compliance to all terms and conditions.

The second envelope shall contain the financial quote for license fee in the prescribed format. The sealed envelope should be superscribed "Tender document for Video film of University of Jammu" along with tender number and date, addressed to the Quality Assurance Officer, 1st Floor, Old Administration Block, University of Jammu, New University Campus, Dr. B.R.Ambedkar Road, Jammu - 180006, J&K, through registered/speed post/courier only.

Tenders by hand shall not be accepted.

2. The suggested format for submission of technical offer is as follows:
 - Index
 - Covering letter as per Annexure-I
 - EMD in the form of account payee Cash Deposit Receipt (CDR) in favour of Registrar, University of Jammu for the amount mentioned in the tender document.
 - The profile of the firm as per Annexure-II

- Experience of operation in the last 3 years as per Annexure-III.
- The proposed conceptual plan for production of video film in University of Jammu.
3. The Tenderers shall be required to submit the EMD of Rs. 10,000/- (ten thousand only) in the technical bid. The bid without EMD will be considered as non-responsive and shall be out rightly rejected. EMD of the unsuccessful bidders shall be returned at the earliest after the expiry of final BID validity and latest by 30th of the month, the award of the contract.
 4. All pages of the Tender document should bear endorsement and seal of the firm /signature of the individual
 5. The interested firms/applicants may submit by registered post the **Tender on or before 02/04/2019** within the working hours of the University, i.e 9:30 am to 5.00 pm. In case of holiday, next working day shall be considered as last date for receipt of tender documents. Tenders received after the stipulated date and time shall not be entertained.
 6. Tenders shall be opened on 05/04/2019 at 1.00 p.m. in the Seminar Hall, Department of English, University of Jammu, Jammu. The tenderer should remain present during the opening of the Tenders on the scheduled date and time or may depute their representative to remain present for the same.
 7. A presentation is required to be made at the time of opening of the technical bid by the qualified tenderers. If the Committee is not satisfied with the sample presentation, it shall be lawful for the committee to reject the tender. The broad parameter for evaluation of sample presentation will be:
 - Audio Quality
 - Video Quality
 - Presentation
 - Overall Impression
 - Editing
 8. Shoot format should be on an Ultra HD 4K video format. The tenderer is required to submit the final product after completion of the project under the allotted time, as directed by the University.
 9. The financial bid of only those firms shall be opened whose technical bids and sample presentation recommended by the tender committee are found as per specifications, eligibility criteria and terms and conditions as laid down in the tender. The Full and final Payment will be made at the successful completion of the said documentary, after deducting the applicable taxes.
 10. Power is vested with the University of Jammu to accept or reject any or all the Tenders(either in part or full) without assigning any reason whatsoever.
 11. Arbitration: The Vice Chancellor, University of Jammu shall be the Arbitrator. In case of any dispute arising during the course or out of the contract, the same shall be referred to the Arbitrator, University of Jammu. The decision of the Arbitrator shall be final and binding upon the parties concerned. The arbitration for any dispute and jurisdiction for the purpose shall be Jammu, under the prevailing Law applicable in J&K.
 12. Successful bidder shall be required to submit the performance security Rs. 50,000/- (ten thousand only) in the shape of Cash Deposit Receipt (CDR) pledged to the Registrar, University of Jammu. EMD shall be refunded to the successful bidder on receipt of performance security.
 13. In case the firm/applicant fails to provide quality service, the firm shall be liable for payment of damages to the University as per the decision of the competent authority

- besides forfeiture of the performance security without prejudice to any legal action which may be taken against him.
14. To assist in the scrutiny, evaluation and comparison of offers, University of Jammu, may, at its discretion, ask some or all tenderer for the clarification of their bid. The request for such clarification and the response will necessarily be in writing.
 15. University of Jammu reserves its right to carry out a technical inspection and performance evaluation (benchmarking) of the offers made by the tenderers, who qualify the technical bids.
 16. The University of Jammu reserves the right to verify any or all statements made by the Tenderer in the tender document and to inspect the firm's facilities, if necessary, to establish to its satisfaction about the firm's capacity to perform the job.
 17. The rates quoted by the firm shall be inclusive of all the prevailing and applicable taxes and service charges of the government at the central and state level. The university will perform such duties in regard to the deduction of such taxes at source as per law applicable.
 18. Conditional tenders will not be accepted but outrightly rejected even though the rates quoted may be the lowest.
 19. Special discounts and concessions, if any, to the University should be clearly specified.
 20. The tender document must be signed by the authorized person/ or a person holding a Power of Attorney authorizing him/her to do so and such power of attorney must be submitted along with the technical bid.
 21. The tenderer shall bear all costs associated with the preparation and submission of the bid. The University, in no case, will be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.
 22. Canvassing in any form by the agency directly or by any other agency/person on their behalf may lead to disqualification of their bid.
 23. The successful tenderer shall submit the following documents and payments within 7 days from the date of placement of work order:
 - a) Duplicate copy of the work order duly signed by the Tenderer as a token of acceptance of the service contract.
 - b) Original copy of the License Agreement governing the terms and conditions of the contract.
 - c) Security deposit as mentioned in the terms and conditions for rendering the services for production of video of University of Jammu.
 24. The successful contractor is expected to start making video film within 2 weeks of the award of the contract and shall submit the final product by the committed date decided by the University.
 25. The University is Polythene free zone, hence the contractor will not use Polythene bags for any purpose inside the Campus.
 26. The successful tenderer shall comply with all the provisions of contract labour laws including ESI Act and shall keep the University of Jammu absolved and indemnified from all acts and omissions, breaches and/or false claims, loss, injury and expenses to which the University of Jammu may be exposed to or involved in as a result of the contractor's failure to fulfill any of the above conditions.
 27. The successful tenderer shall provide details of all staff members included for the job.
 28. The successful tenderer shall ensure that no employee stays in the premises after his/her assigned working hours.
 29. He shall ensure the payment of all minimum wages and other benefits to their employees as per the norms of the government of J&K ESI & EPF and any other Act/Laws as applicable.

The record of employees duty hours and their respective pay structures shall be maintained as per the current rules and be made available for inspection by authorized persons.

30. The successful contractor needs to submit sample videography of University for 5-10 minutes duration in ultra HD 4K format to the check the quality of the work before submission of the final video.
31. The successful tenderer or his/her authorized agent shall attend all the meetings called by the Convenor of the Committee. It shall be mandatory to remain present in all such meetings and to carry out the instructions issued from time to time.

Annexure-I

Letter to the University on the Organizational/Companies/official letterhead)

The Registrar,
University of Jammu,
Jammu

Subject: Your Tender document for production of Video film of University of Jammu.

Dear Madam,

In compliance of the above tender notice No. dated, I/we hereby submit our/my offer to tender services to University of Jammu, Jammu, after having examined and understood the instructions, terms and conditions forming part of the tender.

We/I further disclose that the rates of the production of video film as given in the Annexure-IV by the University shall remain enforced during the period of my contract.

We/I undertake that I/we have never been black listed by any agency.

I further confirm that the offer is in conformity with the terms and conditions as mentioned in your above referred letter and enclosures. I also understand that the University is not bound to accept the offer either in part or in full and that the University has a right to reject the offer in full or in part without assigning any reasons whatsoever.

I enclosed the requisite Earnest Money Deposit of Rs. In the form of A/c Payee Cash Deposit Receipt (CDR) in favour of Registrar, University of Jammu, Jammu, drawn on Bank , DD No. dated .

Yours faithfully,

Authorized Signatories
(Name and Designation,
Seal of the Company/Organisation)
Date:

Annexure-II**Organisational Profile/ Individual Profile**

S.No.	Item	Details
1.	Name of the Firm/Individual	
2.	In case of Partnership Firm, name of the partners (partnership deed must be enclosed)	
3.	Telephone and Fax Numbers	
4.	Year of commencement of Business	
5.	Name of person holding power of attorney in case of partnership firms	
6.	Turnover per annum/ITR: 2015-16 2016-17 2017-18	
7.	Number of employees	
8.	PAN Number	
9.	GST No.	
10.	Past Experience	

Please furnish a copy of the audited statements (for the past three year's i.e. 2015-16, 2016-17 and 2017-18) and copy of the documents in support of the particulars given above

Annexure-III

Experience/Details of operation at present and in the last 03 years

Name of the Firm/Contractor

S. No.	Name of the Client	Period of Contract	Clients' contact Details (including name,email, phone and fax no. and address)	Value of the Contract (in terms of billing per annum)	Remarks
1.					
2					
3.					

Signature (Name & Designation)

Dated:

Technical Bid

The contractor willing to participate in the bid may visit UNIVERSITY OF JAMMU, Jammu for perusing our requirements and furnish a conceptual plan of the strategy in providing the services which may interlaid include scope of the work, requirements of manpower etc. This is a technical evaluation and should not include the financial quote.

Item No.1 Conceptual plan.

Name of the Organisation/Company:

Subject
Scope of work

Your conceptual Plan

Manpower proposed to be deputed

Any other details/plan

Financial Bid

I hereby agree on all the terms and conditions given in the tender and will abide by the rates given in the technical bid. The financial bid is inclusive of all the charges/taxes as enumerated in the terms and conditions of tender document.

Name of the Service	Financial Bid
Production of video film of University of Jammu of about 30 to 40 minutes (final product required after recording and editing on Ultra HD 4K Video format) based on the golden jubilee celebrations of the University of Jammu depicting history, profile, events, interviews, achievements etc. of University of Jammu.	

Dated:

Signature (Name & Designation)