

NATIONAL HANDLOOM DEVELOPMENT CORPORATION LTD.

राष्ट्रीय हथकरघा विकास निगम लिमिटेड
(A Government of India Undertaking)

भारत सरकार का उपक्रम

Wegmans Business Park, 4th Floor, Tower-1, Plot No. 03, Sector Knowledge Park
- III

Surajpur Kasna Main Road, Greater Noida - 201306,

CIN No: U17299UP1983GOI005974

**LIMITED TENDER DOCUMENT FOR PRODUCTION OF SHORT FILM / DOCUMENTARY ON
HANDLOOMS**

National Handloom Development Corporation Limited (NHDC) invites tender for documentary film on the subject "Handloom of different varieties / regions of India" in UHD (4K Ultra High Definition) digital format through independent film makers. These films should be of suitable quality is screen in theatre.

1. All interested independent filmmakers may submit their tender, duly completed in all respects with the following documents in a separate sealed cover super-scribed as **Tender for documentary Film on different region of "Handlooms" addressed to the Managing Director, NHDC, 4th Floor, Wegmans Business Park, Tower-1, Plot No. 03, Sector Knowledge Park - III, Surajpur Kasna Main Road, Greater Noida - 201306.**

PLACE OF SUBMISSION OF BID:

Tender Box

National Handloom Development Corporation,
Wegmans Business Park, Tower 1, 4th Floor,
Sector Knowledge Park - 3, Surajpur Kasna Road,
Greater Noida - 201306
Phone No. - 0120-2329600

2. **Bid will be opened and evaluated in presence of all bidders as per the critical date sheet**

CRITICAL DATE SHEET :

Schedule :

S. No.	Particulars	Date
1	Date of Issue of Tender Document	21/06/2022

2	Starting Date and Time for Submission of Bid/Tender	21/06/2022
3	Last Date and time for submission of Bid	27/06/2022 at 11.00 AM
4	Date of Opening of Tender	27/06/2022 at 12.00 PM

3. OBJECTIVE:

Conceptualizing, Designing, Hiring of Director, Artists, musician and other support staff etc. for making Short Film / Documentary Film on the Indian Handloom cluster /Handloom Product.

4. GENERAL CONDITIONS:

Bidders are required to submit the following document in of bidding company.

- a) Agency should select the Handloom sector/Handloom Product to make short video and submit their bid accordingly.
- b) Synopsis (100 words) and treatment (300 words) of proposed film. The synopsis should briefly defined the Handloom sector/Handloom Product to be filmed. The treatment should briefly define the content in the form of topic that the film will deal with. It should also indicate broadly the techniques to be used like voice over, music, interviews, candid shots, graphics etc.
- c) Reference visuals of the film proposed by the Directors of approx. 03-05 minutes.
- d) **The tenders received after the closing date and time will not be considered under any circumstances.**
- e) The film is to be completed in all respects and submitted to NHDC within 30 days from the date of signing of Agreement.
- f) The quoted rates should not be more than DAVP Rates.
- g) The bid must be valid for the **period of 180 days** from the date of tender opening for placing in the work order.

5. Procedure for opening the bids.

- a) NHDC shall open the financial bid on date and time as mentioned in this document, the financial bids of only those bidders whose tender fee and EMD drafts are found to be in order will be technically evaluated.
- b) Financial Bids of only technically shortlisted bidders will be opened on a date and time duly notified to them. One of their representatives can remain during the financial bid opening session.

6. Procedure for Selection

- a) The Bid shall be scrutinized by a Preliminary Screening Committee (PSC) NHDC based on submitted concept, synopsis and Handloom sector/handloom Product.

- b) If a proposal is approved by PSC, Then Final Selection Committee will make recommendations based on criteria such as idea, treatment, Handloom sector/handloom Product and the profile of the film makers and his team.
- c) On the recommendation of the Selection Committee, will assign the film to the applicant.
- d) The MD, NHDC shall exercise the powers to reject any or all the proposals without assigning any reasons thereto or accept / assign the film to any person whose proposal has been received or any person otherwise, without assigning any reason whatsoever and his decision in this regard is final and binding.

7. Selected bidder with NHDC

The selected bidder shall perform the assignments and carry out their obligation with due diligence and efficiency, in accordance with generally accepted techniques and practice used in the industry. It shall employ appropriate advanced technology and safe and effective equipment's, machineries, materials, and methods. NHDC reserves the right to inspect the performance of the bidder prior to commencement or in between the work progress. The inspection may cover all areas related to the assigned work order, especially methodology, manpower, infrastructure etc. NHDC reserves the right to cancel the work order issued to the bidder at any time including the time after the completion of the assigned work without assigning any reason. In case the work order is cancelled than the cost incurred will be borne by the bidder and under no circumstances the bidder shall be eligible for any payment or damages from NHDC.

8. Payment Term

- a) Payment will be made only after satisfactory completion of work as determined by NHDC.
- b) Payment shall be subject to deduction of any amount for which the bidder is liable as per the penalty clause of this tender document, further all payments shall be made subject to deduction of the TDS (Tax deduction at Source) as per the Income Tax Act, 1961 and any other law of taxes and/or, for the time being in force.

9. Penalty Clause

- a) The successful bidder shall not refuse to accept NHDC work order under any pretext. The work order can be collected from NHDC office or if convenient to the bidder, it can be mailed to them. The bidder shall start the work within 7 days of the date of the work order.
- b) For three recurrences of default in the discharge of service obligation, NHDC would be free to forfeit the defaulting bidder's security deposit, revocation of bank guarantees and/or termination of the contract for default.
- c) If at any time during performance of the work order, the bidders encounter condition impeding timely performance of the ordered service, the bidder shall

promptly notify NHDC in writing of the fact of the delay, its likely duration and its cause (s).

10. Medium:

- a) Film is to be shot in 4K Ultra Hi-Definition digital video format with 66-85mbps recording bit rate and 4:2:2 colour depth with world class production and technical values.

11. Language:

- a) The film is to be produced with commentary if any in English or Hindi language. The interviews / dialogues / talkie in any regional language should be subtitled in English.

12. Agreement:

- a) An agreement in prescribed format shall be executed between NHDC and the applicant whose proposal is accepted. The agreement shall contain inter-alia, details of duration, format, language, cost, schedule for release of funds, schedule for various stages of film making and final material to be submitted to NHDC on completion of film. The amount assigned for the film will be inclusive of all taxes which the film makers may have to pay, such as Service Tax, VAT, GST etc. to the Government.
- b) Copyright, marketing, and all other rights of film produced under the Agreement shall vest with NHDC.
- c) The film is to be completed within 30 days from the date of signing of the Agreement. The production of the film will be strictly governed by the terms and conditions contained in the Agreement that the producer must enter into with NHDC.

13. Special Clause

- a) NHDC shall have the sole rights to the master copies of the film and the edited short film as producer. However, for screening of non-commercial purpose or film festival, etc. The director / production company can do so with permission of NHDC.
- b) Managing Director, National Handloom Development Corporation Limited (NHDC) is authorized to reject any or all offer without assigning any reason thereof.

14. Corrupt And Fraudulent Practices

As per Central Vigilance Commission (CVC) directives, it is required that Consultants/Suppliers/ Contractors observe the highest standard of ethics during the procurement and execution of such contracts in pursuance of this policy:

- a) "Corrupt Practice" means the offering, giving, receiving or soliciting of anything of values to influence the action of an official in the procurement process or in contract execution; and
- b) "Fraudulent Practice" means a misrepresentation of facts in order to influence a procurement process or the execution of contract to the detriment of NHDC and includes collusive practice among consultants (prior to or after bid submission) designed to establish bid prices at artificial non- competitive levels and to deprive NHDC of the benefits of free and open competition.

15. It also be noted that: -

- a) Proposal received without the complete set of required documents referred above and after due date will not be considered.
- b) The department shall not be responsible for delay, loss, or non-receipt of application through Post/Courier.
- c) Necessary Income-Tax will be deducted at source as stipulated under the provision of Section 194-C of the Income-Tax Act, from the payments to be made to the Producer.
- d) Any disputes arising out of the tender notice, process and finalization of this bid shall be subject to jurisdiction of the High Court of Allahabad, Prayagraj.
- e) The film maker will have to indemnify NHDC against any damages resulting from violation of any copyright or intellectual property right or any law in force for breach of condition that may form part of festival / screenings.

16. Tender Document

- a) The Tender Document can be downloaded from www.nhdc.org.in website.
- b) E-mail queries can also send to tender@nhdc.org.in

17. Rejection of Tender

Tender will be automatically stand cancelled if any undue influence or canvassing for selection is made by the bidder.

Form – 1

**DECLARATION REGARDING SUBMISSION OF BIDS WITH ACCEPTANCE OF TERMS
& CONDITIONS:**

**To,
National Handloom Development Corporation Ltd,
Wegmans Business Park,
Tower 1, Sector Knowledge Park – 3,
Surajpur Kasma Road, Greater Noida – 201306**

Sir,

I have carefully gone through the Terms & Conditions contained in the RFP Document [No. RFP/SHORTFILM/2022-23/001] regarding the empanelment of agency for Production of Short Film / Documentary on Handlooms.

I declare that all the provisions of this RFP Document are acceptable to my Firm/Agency. I further certify that I am an authorized signatory of my company and am, therefore, competent to make this declaration.

Yours very truly,

Signature

Name :

Designation :

Company :

Address :

Note: - Copy of authorization by competent authority in the bidder's company pertaining to not only this form but entire bid should be enclosed.

FINANCIAL BID

S.No.	Description	Amount	
		In figures	In Words
1	Amount for making Short Film for 03-05 min approx. Sector (Specific Handloom Product) 1. 2. 3. 4. 5. 6. 7. 8. 9. 10.		
2	GST/Other Taxes, if applicable		
	Total Cost		

Note: Rates should not be more than DAVP rates.

Date:
Place:

Signature with Seal of Tenderer