

## **Tender Notice-02/2018-19**

**Name of work: Tender for Selection of agency to select agency for preparation of video / documentary for Dahej SEZ Ltd.**

### **Introduction:**

Dahej SEZ Ltd. (DSL) intends to select agency for preparation of video / walk through /documentary for Dahej SEZ Ltd.

### **Scope of work and Terms and Conditions:**

1. A technical and financial proposal in sealed cover is invited from interested and eligible agency for preparation of video / documentary for Dahej SEZ Ltd.
2. The size of video will be approx. 5 (four) minutes to 7 (seven) minutes. The size may change at direction of DSL shall be binding to agency.
3. Agency will select appropriate theme for the video. However, in case of non-satisfactory, another option of theme will be provided to DSL.
4. Agency will be responsible for prepare and editing of the content / speech of video. Agency will incorporate the modification as suggested by DSL during finalization of the video.
5. The works include development of animation clip as per requirement.
6. Agency will have to arrange voice over, music, graphic and other as may be required.
7. The video must cover about Dahej SEZ, SEZ benefits, infrastructure facilities created, location, units of Dahej SEZ and other content as per DSL requirement.
8. The works covers creating / editing / alternation of video / photos, design, chart, map etc.
9. The video to be prepared must compatible to play with all types / latest version of instrument / equipment.

10. Agency must have to carry out Videography / Photography at Dahej SEZ area, nearby area and other location as per content.
11. Agency would execute the work for DSL after getting approval from DSL.
12. Agency has to submit tentative theme and small dummy content (in soft copy in CD and Hard copy) to Dahej SEZ Ltd.
13. Agency has to arrange / use their own resources / man power/ equipotent and any other arrangement as may be required for execution of the work.
14. Agency will hand over the soft of Photographs / Videography to DSL and shall not use the same in any manner without written permission of DSL.
15. Agency would co-ordinate with DSL for designing, preparing of video.
16. Agency would comply with all terms and conditions mentioned in work order.
17. The agencies / Bidders are expected to examine the tender Documents carefully and are deemed to have read all conditions of tender notice.
18. The agency has to submit their price bid / financial including taxes. No other extra payment would be made by DSL on quoted price.
19. Conditional tender shall not be accepted and considered.
20. The proposal would be evaluated as per criteria decided by DSL and shall be binding to the agency.
21. Tenders/ offers which are not properly sealed by wax or tape will be rejected. Any rectification / modification / correction if any regarding this short term tender notice hereinafter shall be seen on web site [www.dahejsez.com](http://www.dahejsez.com) and must be binding to agency.
22. Agency to whom work order is issued will have to do minor editing in video i.e. up-date data / chart / Map for the period of 2 years without any charges.

**Time frame:**

1. The maximum time to complete the work will be **5 week** from date of issue of work order.
2. Agency will submit the draft of content / speech to DSL within **5 days** from date of issue of work order and will incorporate / modify the necessary data /content// suggestion as may be given.
3. Agency will complete the videographer / photography within **10 days** from date of issue of work order.
4. Agency will submit draft video / documentary to DSL within **18 days** of date of issue of work order. The necessary correction / suggestion as may be given by DSL shall be incorporated by agency.
5. The final video / documentary shall be submitted before **5 week** from date of issue of work order.

**Collection of tender documents:**

Tender document / scope of work can be down load / obtained from website: [www.dahejsez.com](http://www.dahejsez.com) from **30/10/2018 to 14/11/2018**.

**Tentative schedule of tender:**

<b>Sr. No.</b>	<b>Description</b>	<b>Schedule</b>
1	Obtaining / Downloading of Tender documents	<b>From 30/10/2018 to 14/11/2018</b>
2	Submission of physical copy of Tender documents at DSL Gandhinagar office	<b>14/11/2018</b>
3	Presentation on proposal submitted at DSL, Gandhinagar office	<b>19/11/2018 @ 03.00 PM</b>
4	Opening of price bid	<b>22/11/2018 @ 03.00 PM</b>

**Submission of bids and essential criteria:**

Interesting agencies have to submit following documents / information along with proposal:

**Note: Proposal must contain index and all the pages must be page assigned and numbered.**

- a. Agency Profile
- b. Tender fees of **Rs. 500/-** in form of Demand Draft only (non-refundable) in favor of “Dahej SEZ Limited” payable at Gandhinagar
- c. Copy of registration of firm of minimum 5 years, PAN no., GST no.
- d. Agency must have carried out at least 2 similar works for Private organization / Govt. organization. The video prepared is to be submitted as proof.
- e. Separate Sheet indicating details of similar work carried out in last 3 year, their quantum, value, client etc.
- f. Agency shall submit the details of infrastructure / equipment availability (name of equipments, types, capacity etc.)
- g. Agency shall submit the details of available human resources, their no., qualification, experience etc.
- h. Seal and signature in all pages of this tender documents / notice as acceptance of terms and conditions.
- i. Agency has to submit self declaration undertaking stating that their agency / firm was not black listed by any govt. dept. / Organization / Authority.
- j. Agency has to submit tentative theme and small dummy content (in soft copy in DVD and Hard copy) to Dahej SEZ Ltd.
- k. Contact person, Name & Number, Designation, email in separate sheet for smooth coordination.
- l. Agency shall provide further information / documents / clarification as and when required immediately.

**Important Dates:**

The last / due date of submission is **16.00 Hours of 14/11/2018**. Interested agency may submit their technical and financial proposal / tender to below address:

**Chief Executive Officer**  
**Dahej SEZ Ltd,**  
Block no.14, 3<sup>rd</sup> Floor,  
Udyog Bhavan, Sector -11,

Gandhinagar -382017

**Mode of submission:**

The tender / proposal may be submitted by **RPAD / Speed only** by **16.00 Hours of 14/11/2018** in sealed two envelope (for Technical & Financial bid) mentioning **Tender for Selection of agency to select agency for preparation of video / documentary for Dahej SEZ Ltd.**

Tender without tender fee will not be considered. The proposal / tender received after due date shall not be considered.

**DAMAGES** - Any damage caused to the property of DSL/Organizer due to the negligence on the part of the agency's men would be liable to be compensated by the Agency.

**PROHIBITION OF SUB CONTRACT** - The Agency shall not appoint any sub-contract for this work under any circumstances. If it found by DSL, DSL may cancel the work order and no compensation would be paid.

**Payments:**

1. The payment terms would be as under:

- 20 % payment after submission draft content of video.
- 20 % payment after completion & submission videographer / photography for video to Dahej SEZ Ltd.
- 30 % payment after submission of 1<sup>st</sup> draft of video.
- 30 % payment after submission of final video incorporating suggestion / modification satisfactory given by DSL on submission of bills.

2. The agency shall issue invoice as per GST Act 2017 and in the name of **M/s. Dahej SEZ Ltd, Block no.14<sup>th</sup>, 3<sup>rd</sup> Floor, Udyog Bhavan, Sector -11, Gandhinagar -382017, incorporating GST No. 24AACCD8098E3ZJ**

**DEDUCTION OF TAX AT SOURCE** - Taxes shall be deducted at source from all the accepted payment to be made in accordance to statutory provisions of Tax as amended from time to time.

In case of dispute / clarification / interpretation, the decision of CEO, DSL shall be binding.

DSL reserves the right to accept any offer / bid without assigning any reason. DSL reserves the right to reject any or all of the offer / bids without assigning any reason.

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