

The Haryana Pond and Waste Water Management Authority

Bays No.39 & 40 (Basement), Block-B, Sector-4, Panchkula-134112

E-Mail: ms.haryanapondauthority@gmail.com

Website: www.hpwwma.org.in

Notice

Notice for Inviting Quotations (NIQ) for preparing the Ad Film, Short Film, Jingle/Song and documentary for the HPWWMA.

Subject: Notice for Inviting Sealed Quotations for preparing the Ad Film, Short Film, Jingle/Song and documentary.

The Haryana Pond and Waste Water Management Authority (HPWWMA) Panchkula is inviting sealed quotations for the preparation of Ad Film, Short Film, Jingle/Song and documentary from the Firms/agencies/Individuals through Publication in Newspapers. The Quotations are hereby invited on the behalf of "The Haryana Pond and Waste Water Management Authority (HPWWMA)" for the work to be carried out from the eligible parties as per details given below:

Ref. No.	HPA/ADMN/0043/2020/ 15934 Dated-22/10/2020
Description of Items	Ad Film, Short Film, Jingle/Song and Documentary
Last Date and Time for receipt of Quotations	05.11.2020 upto 3:00PM
Date & Time of Opening of Quotations	05.11.2020 upto 3:30PM

The complete bidding documents, fee details, description of items and key dates can be viewed /downloaded from the website: <https://www.hpwwma.org.in>. Please note that the HPWWMA reserves the right to accept or reject the BID process at any stage without assigning any reason whatsoever.


Member Secretary
21-10-2020
HPWWMA, Panchkula

The Haryana Pond and Waste Water Management Authority

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Letter No. HPA/ADMN/0043/2020/15934

Dated: 22.10.2020

Notice Inviting Quotations

1. Sealed Quotations are invited for preparing Ad Film, Short Film, Jingle/ Song and Documentary for the HPWWMA as per the format of Quotation (**Annexure-I**).
2. Interested firms may send their quotations quoting rates at which they would be able to prepare the Ad Film, Short Film, Jingle/Song and documentary to Haryana Pond and Waste Water Management Authority (HPWWMA), as per terms and conditions mentioned as (**Annexure-II**) & (**Annexure-III**).
3. The details of the firms should be provided in Proforma as (**Annexure-IV**).
4. The cover containing the quotations should be sealed and super-scribed "Quotations for the preparation of Ad Film, Short Film, Jingle/Song and documentary" and should be addressed to the, "Member Secretary" HPWWMA, Panchkula and put in the Tender Box kept in the office of EE, HPWWMA. The quotations received after the last date and time prescribed and or received in any manner other than through Tender Box would not be opened and would be summarily rejected. The time schedule of receipt and opening of quotations is as under:

Last date and time for receipt of Quotations: 05.11.2020 upto 3:00 pm.
Date & Time of opening of Quotations: 05.11.2020 at 3.30 pm.
5. A bank draft of ₹ 10,000/- in favor of, "The Haryana Pond and Waste Water Management Authority" payable at Panchkula as earnest money, is also to be deposited along with the quotations.
6. The quotations will be opened in the presence of the participating bidders or their authorized representatives, who may like to be present at the time of opening the quotations.
7. The HPWWMA reserves the right to reject any or all the quotations without assigning any reason therefor .

ABSTRACT OF COST

Name of work: - Quotations for preparing Ad Film, Short Film, Jingle / Song and Documentary for the HPWWMA.

Sr.No.	Description	Rates Inclusive of all Taxes & Charges (in ₹)					
		Up to 60 Sec.	Above 60 to 120 Seconds duration.	From 2 to 5 Minutes duration.	Above 5 to 15 Minutes duration.	Above 15 to 30 Minutes duration.	Above 30 Minutes duration.
1.	Video Spot/ Ad Film						
2.	Documentary/ Telefilms						
3.	Radio Jingle / Song/ Signature Tune						

Date:

Place:

Signature of Authorized Person

Name

Designation:

Seal:

TERMS AND CONDITIONS

1. The invitation is open to all Firms/Agencies/Individuals who are having at least 03 years of experience in the same area with Govt. offices or Govt. Undertakings Organizations, etc.
2. Rates mentioned in the quotation, if accepted, shall remain the same during the currency of rate contract for a period of one year and no requests for any increase in the rates will be entertained during the contract period. No advance payment will be made.
3. The firm should be registered with the Government for the purpose of VAT/Sales Tax etc. and the certified copies should be attached with the bid documents.
4. Rates should be quoted in the prescribed Proforma as per **Annexure-I**. The rates should be inclusive of all taxes & nothing extra will be paid.
5. The competent authority in the HPWWMA reserves the right to amend any of the terms and conditions contained in the Quotation Documents after giving required notice. The decision of competent authority in this regard will be final and binding.
6. Duly constituted committee shall open and evaluate the bids and accordingly accept the bid(s) on the basis of lowest quote and qualifying all the technical aspects.
7. The validity of the contract will be initially for a period of one year. After expiry of the contract, HPWWMA may extend the contract for another period not exceeding one year on the same rates, terms and conditions.
8. The Earnest Money Deposit (EMD) of an amount of ₹ 10,000/-has to be deposited in the form of a Demand Draft/Pay Order in favour of 'The **Haryana Pond and Waste Water Management Authority**' payable at Panchkula. Quotations without EMD will not be accepted under any circumstances. The EMD will be refunded to the unsuccessful bidders within 15 days after finalization of the contract. The EMD of successful bidder will be refunded once he deposits performance security or it would be adjusted against the Performance Security.
9. The selected bidder shall be requested to furnish a performance Security amounting to of the ₹ 20,000/- as a deposit at call receipt/ Banker Cheque/ Demand Draft/ Pay Order of a Scheduled Bank fixed deposit receipt (FDR) of a scheduled Bank in favour 'The Haryana Pond and Waste Water Management Authority' for 2 months period from the date of award of work. The Performance Security is to be submitted after acceptance of quotation but before award of work order.
10. In case, the Agency / Firm is found to have breached any condition(s) of the contract at any stage or services of the supplier are found not to be to the satisfaction of the HPWWMA, the contract may be terminated. The decision of the HPWWMA, in this regard, shall be final and binding.
11. The EMD/Performance Security shall be forfeited in case of producing fake documents by the bidders.

12. The bidder has to give a declaration in the attached form as **(Annexure -V)** that he has not been black listed/ debarred by any the Government or its PSUs.
13. The production of audio- video work should be strictly as per the technical specifications mentioned in **Annexure -III**.
14. The agencies / firms are required to have briefing / interaction and submit the draft/ script for approval. After approval of the draft, production will be made in the scheduled time frame and will submit the same for approval.
15. Translation of the advertisement matter wherever required, will also be got done by the Agencies/ firms and it will be got approved before production.
16. The Agencies/ Firms shall not object to taking the services of other Agency / Agencies by the Government of Haryana for the same job.
17. HPWWMA reserves the right not to pay the cost or a part thereof, of the bill, in case work undertaken by the Agencies / Professionals is found Sub-standard or unsatisfactory.
18. The Authority shall have the absolute right to use these audio- video materials produced in any form and Authority has a right to telecast/ broadcast or use in any other manner the materials produced by the firm.
19. The Authority also have a right to cancel/ make change/ modification as per the need and also use the material in any other production as per requirement.
20. The audio-video production accepted by the Authority has the right to use the material in any manner whatsoever and producer will have no / right after these are accepted by the Authority and no further payment will be made to producer other than original payment.
21. The intellectual property rights after submission of the audio/video production and its acceptance by the Authority, the Authority would vest wholly and solely with this Authority.
22. The producer will not share, sell or otherwise use the audio/video production for other purposes except authorised by this Authority in writing. Any profit, benefit made by producer would be liable to legal action whatsoever.
23. The content and video/photo should be used in the advertisement as per the direction of Hon'ble Supreme Court.
24. The agency/firm will submit bill in favour of the HPWWMA, Haryana along with copy of the CD & Pen drive (USB).
25. HPWWMA reserves the right to make any number of changes as per requirement before final acceptance for which payment will be made for final script only.

TECHNICAL SPECIFICATION FOR VIDEO PRODUCTIONS		
SR. No.	Description of items	TECHNICAL REQUIREMENTS
A.	VIDEO	
1	Video Spot/Jingle/Documentaries/Telefilms etc.	<p>SOFTWARE REQUIREMENTS</p> <p>1. Telecast copy</p> <p>One DVC/Pen Drive Pro telecast copy (format as desired by HPWWMA as per the requirement of channels) – One tape per spot per language.</p>
2	Sponsored Video Programmes (Minimum 6 Programmes) in Beat SP	<p>2. HPWWMA, record copies</p> <p>i) One Mix Master Beta/DVC Pro as per DIPRL's requirement and one unmix master Beta/DVC Pro with international Track.</p> <p>ii) Two DVD+2 VCD as HPWWMA record copies.</p> <p>iii) Two audio CDs containing broadcast quality audio track for spots/jingles in Hindi and English languages.</p> <p>iv) Still Photographs of good quality (for use in print campaign)</p>
3.	Miscellaneous Requirements	<p>i) Multiple jingles/spots in one storage medium: In record copies more than one spot/jingle can be put in one record Beta/DVD/CD to economize the storing space, however, Beta/CD containing Hindi spots/jingles should be separate. There should be title plate indicating name of spot, subject, duration, language in English before each spot.</p> <p>ii) Compatibility of DVD/VCD: DVD/VCD should be compatible to DVD/VCD player and computer.</p> <p>iii) Software requirement of dubbing: The software requirement of dubbing is DVD+2 VCDs.</p> <p>iv) Video compilation: Video compilation in Beta SP/DVC Pro, while the charges remain the same, the software equipment would be one Beta/DVC Pro and two DVD/VCD copies.</p> <p>v) Correction charges: Correction charges for old spots/films; charges are the same, software requirement is 2 DVD/VCD copies.</p> <p>vi) Hiring charges of presentation equipment: Hiring of presentation equipments (including transport & technical); are inclusive in the rates itself. VHS player may be replaced by VCD/DVD player.</p> <p>vii) Labelling instructions: Each tape/CD and its cover should be properly labelled mentioning title of spot/programme, subject, duration, languages, name of client, production agency and year of production.</p>

Information to be Furnished by the Firm/Supplier:-

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Sr. No	Particulars	To be filled by the Supplier
1	(a) Name of Firm/ Agency	
	(b) Address	
	(c) Name of proprietor	
	(d) Telephone No.	
	(e) Mobile No.	
	(f) Email address	
	(g) Name of business partner, if any	
2	PAN Number (copies to be enclosed)	
3	CST/VAT Registration Certificate (copies to be enclosed along with TIN Numbers)	
4	Service Tax Registration No. (copies to be enclosed)	
5	Details of EMD i. Amount ii. Draft No. iii. Date iv. Issuing Bank	
6	Whether terms and conditions are acceptable or not?	
7	Whether the firm is blacklisted by any Government/Department or any criminal case is registered against the firm or its owner /Partners anywhere in India (If NO, an undertaking to this effect may be attached as Annexure-V).	

Date:

Place:

Signature of Authorized Person

Name

Designation:

Seal:

DECLARATION

Date

To,

The Member Secretary,
The Haryana Pond and Waste Water Management Authority
Sector-4, Panchkula

Dear Sir,

I/ We hereby confirm that our firm has not been banned or blacklisted by any government organization/Financial institution/Court /Public sector Unit /Central Government and no police / Vigilance enquiry / criminal case is pending against me / us.

.....

Signature of Authorized Person

Date:

Name

Place:

Designation:

Seal: