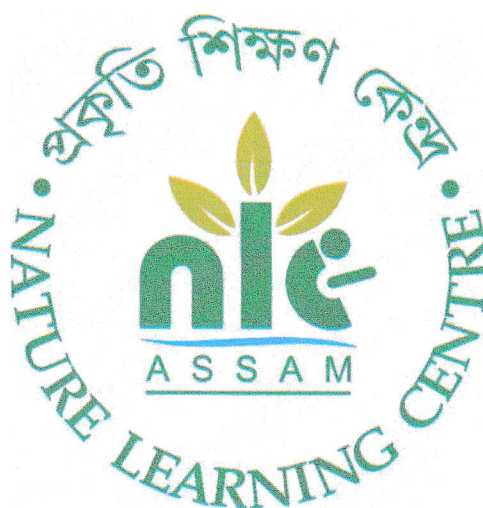


REQUEST FOR PROPOSALS

FOR

**PRODUCTION OF 3 DOCUMENTARY FILMS UNDER NMHS HIM-NATURE
LEARNING CENTRE, ASSAM**



Issued by

**NATURE LEARNING CENTRE, ASSAM
ASSAM STATE BIODIVERSITY BOARD
ARANYA BHAWAN, 3RD FLOOR, PANJABARI
GUWAHATI-781037**

Disclaimer

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1. All information contained in this Request for Proposal (RFP) is provided in good interest and faith. This RFP Document is not an agreement and is not an offer or invitation by the Tendering Authority to any party other than the bidder who are qualified to submit the Bids.
 2. The principle of this RFP Document is to provide the Bidder(s) with information to support the formulation of their Proposals.
 3. This Request for Proposal (RFP) document does not purport to contain all the information that each Bidder may require and accordingly is not intended to form the basis of any investment decision or any other decision to participate in the bidding process for the selection of the Successful Bidder for this Project.
 4. The Tendering Authority, its employees and advisors make no representation or warranty and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of the RFP Document.
 5. The Tendering Authority may in its absolute discretion, but without being under any obligation to do so, update, improve or supplement the information in this RFP Document.
 6. The Tendering Authority reserves the right to reject any or all of the applications submitted in response to this RFP document at any stage without assigning any reasons whatsoever.
 7. The Tendering Authority also reserves right to withhold or withdraw the process at any stage with intimation to all who have submitted their bids in response to this RFP.
 8. The Tendering Authority reserves the right to change/ modify/ amend any or all of the provisions of this RFP document without assigning any reason.
 9. Any such change would be uploaded in website - <http://asbb.gov.in/>.
 10. Failure to provide information that is essential to evaluate the Bidder's qualifications/ eligibility or to provide timely clarification or substantiation of the information supplied, may result in disqualification of the Bidder.

Invitation for Submission of Proposal for Production of three documentary films under NMHS-Nature Learning Centre (NLC), Assam

The Office of Nature Learning Centre, Assam, invites bids from Film Production House/ Agencies/ Studios and related companies (Proprietorship Firm/ Partnership Firm/ a company incorporated under the Companies Act 1956/2013) that are based in Assam to act as Service Agencies for production of 3 high quality documentary films of 15 minutes (and a 2 minutes short version of each) duration each in both Assamese and English on three NLC, Assam, field site: -

1. Nellie, Morigaon.
2. Urapad Beel, Goalpara.
3. Kakoijana Reserve Forest, Bongaigaon

Agencies having experience in production of documentaries/ Full-Length feature films/ short feature films/ television dramas only need to apply.

Agencies fulfilling the eligibility requirement may submit their bids to the Office of the Nature Learning Centre – Assam, Aranya Bhawan, Panjabari, Guwahati – 37 by 17th May, 2021, 10:00 AM. The technical bids shall be opened on 17th May, 2021, 11:30 AM.

A handwritten signature in blue ink, followed by the date '06/05/2021' written in blue ink.

(K.S.P.V. Pavan Kumar, IFS)
Project-in-Charge NLC, Assam
Member Secretary - ASBB

Bid Data Sheet

Sl. No.	Information	Details
1.	RFP no.	ABB/NLC/2021/52/NLC-Documentary/ 602
2.	Submission Last Date	17 th May, 2021, 10:00 AM
3.	Mode of Submission	Offline (Hard copy to be submitted at Aranya Bhawan.)
4.	Selection Method	Tender will be awarded to the Bidder with highest score based on QCBS (Evaluation Method) with relative weightage given to the quality and cost as 70:30
5.	Earnest Money Deposit (EMD)	2% of your bid amount
6.	Correspondence Office address and contact details	For any clarification, the bidders may contact at the following address between 10am to 5pm on all working days till the last date and time of submission of Bids Address: Nature Learning Centre, Assam Assam State Biodiversity Board, 3 rd Floor, Aranya Bhawan, Panjabari, Guwahati – 781037 Email: asbb.nlc@gmail.com Contact no. +91 6901263821
7.	Opening of Technical Bid	17 th May, 2021 at 11:30 AM
8.	Opening of Financial Bid	The technically qualified bidders will be notified via email.

NB: - Dates may be changed if any holiday/ unforeseen events arise and the same will be notified.

1. Introduction

The Indian Himalayan Region forms the large part of globally recognized Himalayan biodiversity hotspot. The region is identified amongst the most climate change sensitive ecosystem, and the naturalness of this unique ecosystem is severely threatened due to ever increasing human onslaught. Realizing the challenges and emerging responsibilities of conservation of Himalayan natural resources, a number of initiatives are taking place globally and nationally. In this regard, among others, Govt. Of India launched the National Mission on Himalayan Studies (NMHS). This mission envisages establishing the state-of-the-art Him Nature Learning Centre (NLC) in 6 (six) Himalayan states.

Nature Learning Centre, Assam implemented by Assam State Biodiversity Board and Assam Forest Department has been actively engaged in promoting awareness on biodiversity conservation by creating a cadre of trainers for facilitating participatory conservation of biodiversity and natural resources. Him-NLC, Assam, upon its inception has been engaged in raising awareness amongst various stakeholders and organised capacity building programmes amongst Self-Help Groups and Community members on alternative livelihood to reduce their dependence on biodiversity through a holistic and coordinated effort.

The principle mandates of the project are: -

1. To develop and promote conservation awareness and sensitization on biodiversity and natural resources.
2. Promotion of ex-situ conservation and development of cadre of trainers for conservation.
3. To promote participatory conservation action and management of wetland resources for livelihood generation.

2. Purpose of RFP

Besides promoting awareness of conservation of biodiversity and natural resources among school students and generating alternate livelihood option for communities from forest fringe areas, the Him-Nature Learning Centre (NLC), Assam is also engaged with setting up of Interpretation Centre in different parts of Assam with rich biodiversity. Therefore, NLC, Assam intends to produce an audio-visual documentation of the following biodiversity rich area as per the following concepts,

Sl. No.	Location	Concept
1	Nellie, Morigaon	The documentary should cover NLC, Assam Sub-Centre, trekking trails and biodiversity in the Kholahat Reserve Forest.
2	Urpada Beel, Goalpara	The documentary should cover the importance of the wetland and socio-economic benefits obtained by the local community, correlation between the local community and the environment, biodiversity of the area.
3	Kakoijana Reserve Forest	The documentary should cover biodiversity of Kakoijana Reserve Forest stressing over the endemic and threatened Golden Langur, role of villagers in protection and conservation of Golden Langur and biodiversity, the trekking trail and the potentiality for an eco-tourism.

Scope of Work

1. The Service Agencies will be required to develop a video documentary of 15 minutes for each NLC prescribed sites mentioned at '**Purpose of RFP**' section. Also a 2 minute short version of each documentary is also required to be developed.
 - Nellie, Morigaon –15 minutes
 - Urapad Beel, Goalpara –15 minutes
 - Kakoijana Reserve Forest –15 minutes
2. Collection and compilation of information/ data from government or other authentic sources wherever necessary during the production of the documentary.
3. Field shooting necessary.
4. Development of Audio-visual Content/scene coverage and voice-over with sub-titles.
5. Capturing high-definition video/ still photographs as per the decided content.
6. Composed as well as stock (copyright free) music can be used.
7. Each documentary will be produced in both **English** and **Assamese** language with vice-versa sub-titles.
8. Composition/ Editing of the captured video/ audio/ still photographs to develop the final documentary.

3. Deliverables

15 minutes Final documentary film (with voiceover and music) and 2 minutes short version in desired HD quality format in a USB Drive.

4. Timeline

Development & Production of the films must be completed in 3 (three) months from the date of receipt of work order.

5. Eligibility Criteria

The bidder, essentially a Film Production House/ Agencies/ Studios and related companies must fulfil below mentioned essential criteria and must provide supporting documents accordingly:

1. The Bidder can be a Proprietorship Firm / Partnership Firm / a Company incorporated under the Companies Act 1956 / 2013. **Pan card, GST certificate and trade license** must be attached with the technical bid.
2. The bidder needs to have produced a minimum of 1 documentaries/ full-length feature films/ short feature films/ television dramas worth a minimum of 5 Lakhs. The photocopies of **work orders** or **completion certificates** or other supporting document of the projects must be attached with the technical bid.
3. A CV or Bio-data of Director, Video Editor, Director of Photography, Scriptwriter, Sound Engineer and Music Director who will be involved in the project must be attached with the technical bid.
4. The assigned Director must have directed at least one project on Nature and other related themes.
5. The bidder needs to have executed a minimum of 1 project for the Govt. of India/ State Govt. / PSU worth a minimum of Rs. 10 lakhs. A copy of **work order** or **completion certificate** or **any other relevant document** must be attached with the technical bid.

6. The bidder needs to have a Cumulative Turnover of a minimum of Rs. 50 lakhs over the last 3 financial years (2017-18, 2018-19, 2019-20). A copy of Auditor or CA certified turnover certificate and balance sheet must be attached with the technical bid.

6. Instructions to Bidder

- i. General Instructions for Preparation of Bid Documentation:
 - a. **Cost incurred for preparation of tender document:** The Bidder shall bear all the costs associated with the preparation and submission.
 - b. **Earnest Money Deposit (EMD):** The bid shall be submitted with an EMD of 2 % of the quoted amount in form of a bank demand draft drawn in favour of "ASBB HIM NLC ASSAM" from a nationalised bank.
 - c. **Bid Currency:** Prices for services offered shall be quoted in Indian National Rupees (INR) only.
 - d. **Proposal Validity:** The bid shall remain valid for **60 days** from the date of bid opening.
 - e. **Letter of Authorisation:** The bidder must submit a Letter of Authorisation (Annexure-I – Form no. 3) confirming the authority of the authorised representative of the bidder to sign and act in all matters concerning the offer.
- ii. The Bidder whose Technical proposals score minimum 70% shall be required to give an **online PowerPoint presentation** of maximum 10 minutes on their proposal. The presentation will comprise of the Concept, equipment to be used and justification of use of those equipment.
- iii. **All the three documentaries will be independently evaluated by the evaluation committee.**
- iv. The bid should contain the following documents:
 - a. **Technical Bid:** The technical bid document of the bidder should contain the EMD and other relevant input data and supporting documents mentioned under "Eligibility Criteria" and "Technical Bid Evaluation Criteria" section of this RFP. The technical bid shall also include appropriately filled-in Forms (Form no. 1 to 6) in Annexure-I as enclosed in this RFP document.
 - b. **Financial Bid:** The Financial Bid/s must be completed in all respect and conform to the Financial Bid Format (Form no. 7) in Annexure-II.
- v. **Sealing and Marking of the Bid:**

The Technical Bid and Financial Bid/s shall be enclosed in separate sealed envelopes super-scribed with "**TECHNICAL BID**" and "**FINANCIAL BID for Nellie, Morigaon/ Urpada Beel, Goalpara/ Kakoijana Reserve Forest**" respectively. The Technical Bid and Financial Bid/s envelopes shall be enclosed in an outer sealed envelope super-scribed with "**REQUEST FOR PROPOSAL FOR PRODUCTION OF DOCUMENTARY FILM UNDER NMHS HIM-NATURE LEARNING CENTRE, ASSAM**" and addressed to Project-in-Charge, NMHS Him-Nature Learning Centre, Assam, Aranya Bhawan 3rd floor, Panjabari, Guwahati-781037. Bidders submitting proposals for more than one documentary should submit one technical bid, and a separate envelope for financial bids of each documentary they are bidding for.

vi. Bid Submission

The Bid document complete in all respect should be submitted to the tender authority on or before the last date and time of submission.

- Bids received after the due date and time for any reason whatsoever, shall not be entertained and shall be summarily rejected
- The Office of the NMHS Him – Nature Learning Centre, Assam shall not be responsible for any postal delay or non-receipt/ non-delivery of the documents.
- The Office of the **NMHS Him** – Nature Learning Centre, Assam reserves the Right to accept or reject any proposal, and to annul the tendering process and reject all proposals at any time prior to the award of the contract.

vii. Opening of Technical Bid document

The Technical Bid document shall be opened on 17th May, 2021 at 11:30 AM. The NMHS Him- NLC, Assam reserves the right at all times to postpone or cancel a scheduled Bid opening. In the event of the specified date of bid opening being declared a holiday, the Bids shall be opened at the appointed time and location on the next working day. The Bids will be evaluated by an evaluation committee.

viii. Evaluation of Technical bid and Presentation

The Technical Bid and PowerPoint presentation evaluation criteria are specified in the following evaluation sheet:

Sl. No.	Evaluation criteria	Scoring Methodology	Maximum Marks
I.	Technical Capacity of the Bidder		
1.	Number of Projects of a minimum value of 5 lakhs undertaken by the Bidder	1 Project – 5 2-4 Project – 10 5 & more Projects – 15	15
2.	Nature related projects undertaken by the Bidder	1 Project – 5 2-4 Project – 10 5 & more Projects – 15	15
3.	Number of Government/ semi-government/ PSU projects undertaken by the bidder of a minimum value of 10 Lakhs	1-2 Project – 5 3-5 Project – 10 More than 5 projects – 15	15
4.	Experience of Director in directing a nature documentary/ feature film	1-2 Project – 10 3 & more than 3 projects – 15	15
5.	Production team	CV of Director, Video Editor, Director of Photography, Scriptwriter, Sound Engineer and Music Director	10

6.	Cumulative turnover in last 3 Financial years (2017-18, 2018-19, 2019-20)	50 lakhs - 1 Crore – 5 1-3 Crore – 7 3 Crore or more – 10	10
Total			80

II. Creative Capacity of the Bidder (Presentation)			
1.	Concept	Marks shall be awarded on the creativity, treatment ideas and relevance to the subject as shared by the bidder in the form of a presentation to the committee	10
2.	Equipment	Marks shall be awarded on the basis of the equipment used and the justification of use of those equipment.	10
Total			20

ix. Evaluation of Financial Bid

The Financial Bid shall be opened for the Technically qualified bidders and the date, time and venue of the Financial Bid opening shall be informed in advance. The valid Financial Bids in the prescribed format (Form no. 7) with no arithmetic errors, mismatching “Figure” and “Words” value(s) shall be considered for further evaluation in **Quality Cost Based Selection (QCBS)** method..

x. Award of Contract

The bidder securing the highest combined score (Technical Bid + Presentation + Financial Bid) for each documentary shall be treated as the successful Bidder and considered a selected Bidder for award of the contract.

xi. Intellectual Property Right

The Service agency/ies or the consultant will need to agree to transfer and assign all intellectual property rights that may be developed or created by it pursuant in an Agreement without any claim over any such work and waives any other right that the Service Provider may have in law.

xii. Evaluation committee: The committee reserves the right to reject any or all Bids without showing any reason thereof.

10. **Bid Submission Formats**

Annexure – I

Form-1: Covering Letter (to be submitted on company letter head)

Ref no.:

Date:

To,
Project-in-Charge,
Nature Learning Centre, Assam
Aranya Bhawan
Panjabari, Guwahati - 37

Sub: Development and production of short audio-visual documentary film on Urpad beel, Goalpara and/ Nellie, Morigaon and/ Kakoijana Reserve Forest each of about 15 minutes duration.

Respected Sir,

With reference to your RFP Notice No. Dated published on the Assam State Biodiversity Board website for the above mentioned subject, we are pleased to submit our Bid along with all supporting documents and EMD for your evaluation.

We understand that, if any information submitted in our Bid document including the supporting documents is/ are found incorrect/ unverified or both, Bid will be rejected without any reference to us. We further understand that the NMHS Him-NLC, Assam is not obliged to accept our Bid or inform us the reason for rejection of our bid.

We hereby declare that the data, information submitted by us in our Bid document including all supporting documents are true to the best of our knowledge. In case any of the data/ information submitted by us is found to be false, the NMHS Him-NLC, Assam reserves the right to reject our Bid summarily without any reference to us.

We hereby unconditionally accept all the Terms & Conditions mentioned in the above referenced RFP document. Deviations if any, to the Terms & Conditions mentioned in the above referenced RFP document reflect in our Bid shall liable our Bid document to be summarily rejected without any reference to us.

Yours Sincerely,

<Signature of Authorised Signatory with seal>

Name:

Designation:

Contact No.:

Address:

Form-2: Organization details (to be submitted on company letter head)

Name of the Organisation	
Year of Establishment	
Address of Registered Office	
Full address	
Telephone numbers	
Email address	
Website address	
Name of the Contact Person	
Contact Person's designation	
Contact Person's Mobile No.	
Contact person's Email Id	

Form-3: Letter of Authorisation *(to be submitted by the company)*

Ref:

Date:

To,

Project-in-Charge,
Nature Learning Centre, Assam
Aranya Bhawan
Panjabari, Guwahati - 37

Sub: Development and production of short audio-visual documentary film in Urapad beel,
Goalpara and / Nellie, Morigaon and / Kakoijana Reserve Forest each of about 15 minutes
duration.

Respected Sir,

With reference to your RFP Notice No. dated,
we hereby authorize Mr/Mrs <name>, <designation> of our organization whose signature is
attested below, as our authorized representative to sign the Bid documents including all
documents in support of our Bid on our behalf.

We hereby agree to ratify the acts, deeds and things lawfully done by our aforesaid
representative shall and shall always be deemed to have been done by us and accordingly
binding on us.

.....
(Signature of the Authorised Representative)

Yours Sincerely,

.....
(Signature)

Name:

(Managing Director/ Head of the organisation)

Form-4: Details of past experience in execution of similar projects (please refer to the eligibility criteria and the evaluation sheet)

Sl. No.	Name of the Client Organisation	Project Description	Value of Work (in Rs.)	Current Status (on-going/ Complete)	Reference of supporting work order/ completion certificate

Form-5: Key personnel (and attach detailed CVs)

Sl. No.	Position	Name	Background including educational qualification	Relevant experience for evaluation	Any other details
1.	Director				
2.	Script Writer				
3.	Director of Photography				
4.	Video Editor				
5.	Sound Engineer				
6.	Music Director				

Form-6: Details of Annual Sales Turnover

Sl. No.	Financial Year	Sales Turnover (in Rs.)
1.	2017-2018	
2.	2018-2019	
3.	2019-2020	

NB: 1. Auditor/ CA certified Turnover Certificate to be submitted.

2. Copy of the Balance sheet.

Annexure – II**Form-7: Financial Bid****FINANCIAL BID**

RFP Notice No. Dated.....

Date:

To,

Project-in-Charge,
Nature Learning Centre, Assam
AranyaBhawan
Panjabari, Guwahati - 781037

Sub: Development and production of short audio-visual documentary film on Urapad beel, Goalpara and / Nellie, Morigaon and / Kakoijana Reserve Forest each of about 15 minutes duration – submission of Financial Bid.

Sl. No.	Description	Total Amount (in Rs.) (inclusive of all taxes)
1.	Urapad Beel, Goalpara /Nellie, Morigaon/ Kakoijana Reserve Forest	

Amount in words

Yours Sincerely,

<Signature of Authorised Signatory>

Name:

Designation:

Contact No.:

Address: