

**Ministry of External Affairs  
External Publicity & Public Diplomacy Division**

**Request for Proposals (RFP) for making a documentary film**

**Important Dates**

In respect of the Request for Proposals for making documentary film on: Rescue operations by Government of India

Reference No. K/PAV/3126/(1)/21/2017	Dated: 04-05-2018
Date of Publishing	04-05-2018 (1200 hrs)
Bid Document download start date	04-05-2018 (1200 hrs)
Clarification start date	04-05-2018 (1200 hrs)
Clarification end date	28-05-2018 (1200 hrs)
Bid Submission start date (online)	04-05-2018 (1200 hrs)
Bid Submission end date (online)	28-05-2018 (1800 hrs)
Date of opening of RFP (online)	30-05-2018 (1100 hrs)

The bids shall be submitted online only at Central Public Procurement Portal  
Website: <https://www.eprocure.gov.in/epublish/app>

Manual Bids will be summarily rejected.

**1. Scope of Work**

External Publicity & Public Diplomacy (XPD) Division of Ministry of External Affairs (MEA) invites proposals from eligible Filmmakers for making a documentary film with a working title: **‘Rescue Operations by Government of India’.**

Details of the project are given below on which the film-maker should base their proposals:

Language	English
Duration	To be made three version of 26 minutes(full version), 08 minutes(abridged version) and 02 minutes(promo or director's cut).
Format	Preferably in 4K / Ultra HD Format
Target audience	<i>Foreign audience around the world; audience in India.</i>
Objective	<ul style="list-style-type: none"><li>To showcase the rescue operations by Government of India to evacuate Indians struck in emergency situations in various countries and assistance extended to them</li></ul>
Treatment & storyline	Should be fast paced, engaging to watch, cohesive and creatively presented. Narration or anchor driven approach may be chosen without long monologues. Interviews of various persons evacuated, interviews of various dignitaries to brief about the rescue mission.
What to include	Shooting of interviews, stock footage of rescue missions(based on availability),
Location of shooting	India and abroad, depending on requirement
Deadline	Deadline for submission of the final project is 30 <sup>th</sup> November 2018.

**2. Eligibility criteria:**

- A.** In order to participate, Film-makers should fulfil all the following conditions given below :

- (i) EMD of ₹1,00,000/-(Rupees One Lakh only) payable to PAO, Ministry of External Affairs, New Delhi valid for 03 months should be submitted by the prospective bidders. This EMD should be scanned and enclosed in .pdf file of technical bid of tender. Also hard copy of the EMD should be submitted before the opening of tender.
- (ii) Annual turnover during last three years One Crore Rupees.
- (iii) Minimum 05 years experience in filmmaking.
- (iv) The company should be registered under the Companies Act.
- (v) The Company should have GSTI Number.

**B.** Filmmakers should fulfil all or any one of the following (proof/web-links should be submitted/uploaded in support):

- (a) Have made a documentary film earlier on the theme in which proposal is being sent;
- (b) Have made a similar film or corporate, promo, public awareness film for any Government of India Ministry or Department;
- (c) Have won a National Films Award for documentary, short film (given by Directorate of Film Festivals, Ministry of Information & Broadcasting, Government of India) produced/directed earlier.
- (d) Made a film earlier for Ministry of External Affairs.

The Bidders should upload the copies of the relevant supporting documents for the above as proof for fulfilling the above conditions.

**3. Submission of Proposal:** Bidders should upload their bids on CPP Portal in two separate parts viz.

- i) **Technical bid** : To be submitted in the order as given in Annexure-I.
- ii) **Financial bid** : To be submitted in the proforma as given in Annexure-II.

***\*Please note: Any information about the budget should not be mentioned in technical bid submitted.***

**4. Evaluation procedure:**

- i) Incomplete proposals will not be considered.
- ii) Bids of only those bidders should be accepted for technical evaluation who fulfil the basic eligibility criteria.
- iii) Acceptance of a proposal for the next round will be on the basis of:

(a) **Preliminary evaluation:** A Preliminary evaluation of project synopsis, objectives and description, methodology and treatment etc. (As per Annexure-I) will be done in respect of the eligible bidders, which will carry a maximum of 40 marks.

(b) **Presentation:** Film makers then will be invited to give a detailed Presentation to a Film Committee of MEA, expressly constituted for evaluation of proposals for this project. 07 minutes will be allowed for presentation. Presentation can be in the form of PowerPoint, demo reel etc. and should be brought in USB drive and be Windows compatible. Members of the Film Committee will evaluate and rate each proposal on following parameters: (i).

Knowledge of the theme; (ii). Engaging storyline; (iii). Uniqueness of ideas; (iv). Treatment of the film. The presentation will carry a maximum of 60 marks.

(c) The bidders who score a minimum of 70 marks in technical bid (Preliminary evaluation and Presentation) out of 100 will qualify the technical round. Financial bid of only those bidders will be opened who qualify the technical round.

(d) The financial score will be calculated as per following formula:

The bidder with the lowest financial bid (L1) shall be awarded 100 financial score and for the rest, financial score would be:-

$\{(Financial\ bid\ of\ L1 / Financial\ bid\ of\ the\ bidder) \times 100\}$  (adjusted to two decimals).

(e) The final selection will be based on Quality and Control Based System wherein 80% weightage will be given to the technical score and 20% weightage to the financial score. The bidder with the highest score will be awarded the contract. The formula to be used to evaluate the final scores/Cumulative score of the bidders after Technical and financial evaluation:

$CS = (T) \times 0.8 + (F) \times 0.2$ , where CS is cumulative score, (T) is Technical bid score and (F) is Financial bid score.

(f) The Committee will recommend the finally selected filmmaker to the Competent Authority for acceptance. Successful filmmaker will be informed of the decision and shall be required to sign an agreement with the Ministry. A format of the agreement is enclosed.

## **5. Terms and Conditions :**

(i) Mere submission of the proposal, shall not confer any right whatsoever on the submitting entity.

(ii) The proposal shall remain valid for a period of 6 months from the date of publication of RFP.

(iii) It shall be obligatory on part of the submitting entity to furnish any further information as may be sought by MEA.

(iv) Every page of Proposal must be self attested by bidder.

(v) Neither the issue of this Request for Proposal nor any part of its contents are to be taken as any form of commitment or acknowledgement on part of MEA to proceed with any proposal or any entity. MEA reserves the rights to annul or terminate the process, project or reject any proposal at anytime or at any stage without assigning any reason.

(vi) The unsuccessful bidders will be informed and their EMDs will be returned within 30 days of awarding of contract.

(vii) The successful bidders will have to submit a Performance guarantee equivalent to 10% of the contract value before signing of agreement. EMD of successful bidder will be returned after submission of Performance guarantee.

(viii) Tender not accompanied by the Bid security (EMD) are liable for rejection.

(ix) The Bid security (EMD) will be forfeited on account of one or more of the following reasons:

(a) The Bidder withdraws his bid during the period of bid validity.

(b) In case of a successful bidder, the selected bidder fails to sign the agreement in time and furnish performance security.

(x) No amendments/changes will be allowed after the last date of submission of bids.

## **6. Contact details:**

Eligible Filmmakers may submit their proposal online clearly mentioning the name, address, Email and mobile phone number of the bidder/authorized representative. All documents as per RFP requirement shall be uploaded online through Central Public Procurement Portal Website: <https://www.eprocure.gov.in/epublish/app> and no documents will be accepted offline. Last date/time for receiving the proposals online is **28<sup>th</sup> May 2018**.

## **7. Opening of RFP**

The proposals shall be opened as per schedule mentioned in the table titled '**important dates**' at the offices of XPD Division, Ministry of External Affairs in the presence of bidder or their authorized representatives who choose to attend the opening of bids. Authorised Representative with authority letter on the letter head of bidding company duly signed by the bidder only will be allowed to attend the meeting of the Tender Committee to be held on **30<sup>th</sup> May 2018** in Room No. 256, External Publicity & Public Diplomacy Division, Ministry of External Affairs, 2nd Floor, A-Wing, Shastri Bhawan, New Delhi for opening of bids. Ministry of External Affairs reserves the right to call for additional information from the bidders at any stage.

Liz Jacqueline Toppo  
Publicity Officer (PAV)  
XPD Division,  
Room No. 256, A Wing,  
Shastri Bhawan  
Tel. No. 011-23381769  
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**Documents Required for technical bid**

**Annexure I**

Sl No	Document	Type
1.	A self contained proposal for the documentary based on brief guidelines mentioned in Para 2 of the RFP and to be submitted as per guidelines in Para 3 clearly mentioning the eligibility criteria under which you wish to be considered for this film.	.pdf
2.	Copy/You tube link or other video sharing website link of the documentary film made earlier on the theme in which the proposal is being sent or of the film made for the Ministry of External Affairs	.pdf
3.	Copy of the National Films award presented by the Directorate of Film Festivals, Ministry of Information & Broadcasting	.pdf
4.	<p><b>List List of Enclosures</b> on a self attested Company letter head with complete address, contact numbers, email:</p> <p>(ii) <b>Undertaking</b> that you meet the eligibility criteria and indicate which one (please submit or highlight proof):</p> <p>(iii) <b>Project synopsis</b> (not more than one A-4 page)</p> <p>(iv) <b>Project objectives</b> (not more than one A-4 page)</p> <p>(v) <b>Project Description</b> (not more than one A-4 page) Brief storyline and how the film will unfold.</p> <p>(vi) <b>Project methodology &amp; treatment</b> Describe your vision and creative approach to the film and visual treatment. Also mention proposed people to interview; choice of narrator/anchor; special techniques to be employed in filming; format.</p> <p>(vii) <b>Project Locations</b> Indicate locations in India. Footage: how much original and archival footage you will use.</p> <p>(viii) <b>EMD of Rs.1,00,000/-</b> should be submitted by bidders</p> <p>(ix) <b>Profile of the film maker</b> (not more than one A-4 page) With mention of past projects and brief description of body of work.</p> <p>(x). <b>Company profile</b> (not more than one A-4 page) Where registered, tax registration details, years in existence and past work. Please highlight any Government work.</p> <p>(xi). <b>Testimonials and web-links</b> if any (not more than one A-4 page)</p>	.pdf

**Financial bid (to be uploaded separately)**

<b>Sl. No.</b>	<b>Item Description</b>	<b>Cost (in Rs.)</b>
1.	Pre-production	
i	Research/recce	
ii	Recce/travel on recce	
iii	Scripting	
2.	Production/Shoot	
i	Director	
ii	Camera Person	
iii	Anchor	
iv.	Other crew	
v.	Production fee	
vi	Equipment hire	
vii.	Still Photography	
viii.	Location hire charges	
3.	Travel No. of crew, foreign, local, destinations	
i.	Air/train tickets, local travel	
ii.	Boarding	
iii.	Lodging	
4.	Post Production	
i.	Editing	
ii.	Narrator / Voice over Artist	
iii.	Purchase of stock footage	
iv.	Studio hire, post production	
v.	Music and background score	
vi.	Sound design & re-recording	
vii.	Motion graphics	
viii.	Animation	
ix.	Color correction & Pre-Mixing	
x.	Mixing & master	
xi.	SSD Hard Disk (Raw material)	
xii.	Miscellaneous (Please specify)	
	<b>Total</b>	

*Note: Cost given in one head/sub-head will be limited to that head/sub-head only and no adjustment will be made at any cost in future.*

**Instruction to bidders****Instructions for Online Bid Submission:**

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://www.eprocure.gov.in/epublish/app>.

**REGISTRATION**

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://www.eprocure.gov.in/epublish/app>) by clicking on the link “**Online bidder Enrollment**” on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

**SEARCHING FOR TENDER DOCUMENTS**

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My Tenders’ folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

**PREPARATION OF BIDS**

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.

- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Space” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

## **INSTRUCTIONS FOR SUBMISSION OF BIDS**

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as “offline” to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- 6) The server time (which is displayed on the bidders’ dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data



storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.

- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) Upon the successful and timely submission of bids (i.e. after Clicking “Freeze Bid Submission” in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

#### **ASSISTANCE TO BIDDERS**

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 3070 2232.

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