



OFFICE OF THE MISSION DIRECTOR
NATIONAL HEALTH MISSION, ASSAM
SAIKIA COMMERCIAL COMPLEX, CHRISTAN BASTI, G.S ROAD, GUWAHATI-781005
PH. NO : 0361-2363062 ; TELE FAX : 0361-2363058

**E-TENDER FOR PRODUCTION OF AUDIO AND
AUDIO VISUAL CREATIVES/WORKS UNDER
NATIONAL HEALTH MISSION, ASSAM**



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PH. NO : 0361-2363062 ; TELE FAX : 0361-2363058
Website :<https://nhm.assam.gov.in>, e-mail : iec.nrhm.assam@gmail.com**

E-TENDER FOR PRODUCTION OF AUDIO&AUDIO VISUALCREATIVES/WORKS

Tender No:NHM-19012/3/2018-IEC/BCC/NHM/P1/59

Date: 01/08/2022

**Date of publication of the Tender Document :02/08/2022 at 1:00 PM
Date of Pre Bid Meeting :10/08/2022 at 4:00 PM
Last Date of download of Tender Document :22/08/2022 up to 2:00 PM
Last Date and Time of upload of Tender Document:22/08/2022 up to 2:00 PM
Last Date and Time of opening Tender :23/08/2022 at 4:00 PM**

**Place of opening Tender. : Office of the Mission Director,
National Health Mission, Saikia
Commercial Complex, Sreenagar Path,
Christianbasti, G.S Road, Guwahati-
781005, Assam.**

**Address for Communication :O/O the Mission Director, National
Health Mission, Saikia Commercial
Complex, Sreenagar Path,
Christianbasti, G.S Road, Guwahati-
781005, Assam.**

**Cost of Tender Documents in Demand Draft :Rs.2000/-(Rupees Two Thousand) only
in the form of demand draft in favour
of "State Health Society, Assam"**



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**E-TENDER FOR PRODUCTION OF AUDIO& AUDIO VISUALCREATIVES/WORKS UNDER
NATIONAL HEALTH MISSION, ASSAM**

E-Tenders in Two Bid System -Technical Bid (Cover “A”)& Price Bid/BOQ(to be uploaded online only) affixing court fee stamp of Rs 8.25 or IPO of Rs 10/- only, are invited from **DAVP/NFDC/DD/DIPR, Govt. of Assam**empanelled production agenciesfor production of Audio& Video Creatives/works under NHM,Assam.

1. LAST DATE FOR UPLOAD AND RECEIPT OF TENDERS.

1. e-Tenders in two separate parts {Technical bid (Cover “A”) and Price Bid/ (BoQ)should be submitted online in the portal <http://assamtenders.gov.in> on or before22/08/2022 till 2:00 PMand the hardcopy of the technical bid only (Cover A) will be received up to 22/08/2022till 2 PM by O/O the Mission Director, National Health Mission, SaikiaCommercial Complex, Sreenagar Path, Christianbasti, GS Road, Guwahati-781005, Assam. Hardcopy of price bid (Cover B) is not acceptable.

2. IMPORTANT NOTES:

a) The bidder shall quote prices in Indian Rupees only.

3. ELIGIBILITY CRITERIA

SL.NO	ELIGIBILITY CRITERIA	DOCUMENTS REQUIRED
A	The Production house must have a trade license/registration certificate from competent authority.The production house must have a permanent office in Guwahati, Assam.	Copy of Trade License/Registration certificate from competent authority.
B	The Production house should have empanelment with DAVP/NFDC/DD/DIPR,Govt of Assam	Empanelment certificate with DAVP/NFDC/DD/DIPR, Govt of Assam
C	The production house should have 5 years or more experience of producing creative audio spots/Jingles/AV spots/shortfilm/documentary for Govt departments/sectorsand the value of cumulative orders for activity awarded by Govt. Organization during this period and the average	Self attested copies of order/contracts of earlier works and supported by completion certificate/documents wherever applicable. Copy of audio/video works to be submitted inDVD/Pen drive.

	annual turnover of Rs 30 lakhs or more during the last 3 Financial Year.	
D	The producer/production house must have expertise in script writing, direction for production of audio and audio-visual works in Assamese, English, Hindi, Bengali, Bodo, Sadri (Tea Tribe) and any other local languages as and when required.	Details of qualification and experience of creative head of the agency /firms with supporting documents.
E	The producer/production house must have experience in producing both audio and audio visual works in Assamese, Hindi, Bodo, Bengali, Sadri (Tea Tribes), and English. Experience of production in other local languages may also be submitted along with the production in the above mentioned languages.	Self attested copies of order/contracts of earlier works to be enclosed showing works in Assamese, Hindi, Bodo, Bengali, Sadri (Tea Tribes) and English. DVD/Pen drive of audio and audio visual spots to be given when the hardcopy of technical bid is submitted after the online submission.
F	The producer/production house must have complete studio with audio and video edit suits and outdoor recording setups. Should have experience in production of Radio jingles. Should have their own set-up/studio and available artist to record radio jingles.	Details of the infrastructure/studio set-up/equipments/manpower to be provided. Submit copies of audio spots and jingles prepared earlier in Pendrive/CD
G	For production of AV assignments the firm should have the capacity to rope in celebrities/film stars in AV works. Similarly for Audio Jingles the firm should have the capacity to involve renowned local singers for recording the audio jingles.	Prior experience documents/videos/audio assignments to be submitted showcasing the involvement of renowned celebrities/singers.
H	Experience in making documentaries	Prior jobs executed/completion/ documents/work orders and final videos in a pendrive to be submitted
G	Should have experience in production/direction of 2D/3D animation videos	Supporting videos/work orders/contract documents of having successfully executed the activity along with submission of the videos in a Pendrive
H	Producer/production house having sound financial standing with average annual turnover of Rs 30.00 Lakhs during the last 3 financial years (2019-20, 2020-21 & 2021-22) from similar works.	Agencies should provide annual turnover statement for the last 3 financial years (2019-20, 2020-21 & 2021-22) in the specified format at annexure II certified by the auditor/ chartered accountant
I	Should have valid GST Registration	Self attested/notarized copy of GST Registration Certificate.
J	Should have cleared all taxes relating to services/ Income/ goods/products.	Self attested/notarized copy of up to date Income Tax/GST clearance certificate of last financial Year 2021-22
K	Should have a PAN Card	Self attested copy of the PAN card in the name of the proprietor/Producer

L	Any other information, which may be useful in the process of evaluation.	Supporting documents which is useful for evaluation.
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4. **General Conditions**

(I) The complete e-tender documents may be obtained from the website- <http://assamtenders.gov.in>. The participating bidders should have valid Digital Signature Certificate (DSC) and have to register in the portal <http://assamtenders.gov.in>. The tender should be submitted on-line in the portal <http://assamtenders.gov.in>. The Tender Fee of Rs.2000 and EMD of Rs.2, 00,000/- (**Online submission of Tender Fee and earnest money** Deposit is to be done. Physical copy Demand Draft/Bankers Cheque is not required) .and Court Fee Stamp (Rs.8.25)/IPO (Rs.10.00) submitted along with the hardcopy of technical bid to the O/O of the Mission Director, National Health Mission, Assam, Saikia Commercial Complex, Sreenagar Path, Christian Basti, G S Road, Guwahati-781005, Assam on or before the last date and time of submission of the tender. The scanned copy of the same should also be uploaded in the portal <http://assamtenders.gov.in>.

(II) All tenders must be accompanied by Earnest Money Deposit as specified in the relevant clause of the bid document, failing which the tender will not be accepted.

(III) Tenders will be opened in the presence of bidders / authorized representatives who choose to attend on the specified date and time as stipulated in the bid document.

(IV) At any time prior to the date of submission of tender, the Tender Inviting Authority may, for any reason, whether on its own initiative or in response to a clarification requested by a prospective Bidder, modify the tender document by an amendment. All prospective bidders who have received the tender document will be notified of the amendment through website/newspaper advertisements and that will be binding on them. In order to provide reasonable time to take the amendment into account in preparing the bid, Tender Inviting Authority may at its discretion, extend the date and time for submission of tenders.

(V) Interested eligible bidders may obtain further information from the office of the Tender Inviting Authority.

(VI) Quality of production work will be evaluated periodically by The Media Cell of NHM Assam. They will monitor the works and they may advice to make any necessary changes required. Failing to produce quality production for 3 consecutive work order, empanelled agency will explain the cause satisfactory failing which NHM authority has the right to cancel the agreement done with the agency concerned. Non-compliance of the contract provisions shall make the successful bidder liable to be disqualified to participate in any tender under NHM, Assam for the next 5 years, in addition to forfeiture of Performance Security Deposit and other penal actions.

(VII) Regarding production of the AV spots (**Annexure V may be seen**).

(VIII) For the evaluation process, the quality of the output and effectiveness of the Audio Video/Audioso presented will be scrutinized, Tender inviting authority is not bound to accept the lowest quoted rate and may reject any or all tender either in whole or part without

assigning any reason thereof.

(IX) Bidder who has been blacklisted either by the Tender Inviting Authority or by any State Government or Central Government Organization will not be allowed to participate in the tender, **during the period of blacklisting**. Undertaking as per **Annexure IB** must be filled in and submitted to declare that presently the agency do not stand blacklisted by any Central or State Government organization or debarred from participating in tenders of such organization.

4. TECHNO-COMMERCIAL BID - COVER "A"

The Bidder should furnish the following documents in a separate cover hereinafter called Technical bid **"Cover A"** **Fee Stamp of Rs 8.25/IPO of Rs.10 must be affixed/enclosed.**

- a) Tender Fee of Rs. 2000.00 (online submission photo copy)
- b) Earnest Money Deposit of Rs2, 00, 000.00(Rupees two lakhs (online submission photo copy)
- c)
- d) Self attested copy of Trade License from competent authority with updated validity and address of the agency.
- e) Self attested copies of Empanelment certificate in DAVP/NFDC/DIPR or any Govt of Assam Department.
- f) Details of similar activity made during the last 3 financial years with summary of Work Orders and Performance Certificates issued by clients in the specified format (Refer **Annexure IV**).
- g) Self attested copy of details of qualification and experience of creative head of the agency /firms.
- h) Self attested copies of order/contracts of earlier works to be enclosed showing works in Assamese, Bengali, English, Hindi, Bodo, Sadri (Tea Tribes), and any other local languages.DVD/Pen drive to be produced along with the hardcopies of the tenders.
- i) Self attested copy of details of the infrastructure/studio set-up to be provided.
- j) Self attested/notarized copy of GST Registration Certificate.
- k) Self attested/notarized copy of up to dateIncome Tax / Service Tax clearance certificate of last financial Year 2021-22
- l) Self attested copy of the PAN card in the name of the proprietor/Production House.
- m) Supporting documents and IT returns of last 3 financial years (2019-20, 2020-21& 2021-22) and up to date GST clearance certificate.
- n) Undertaking as per **Annexure I A**
- o) Undertaking as per **Annexure I B**
- p) Annual Turnover Statement of last 3 financial years (2019-20, 2020-21& 2021-22) certified by a Chartered Accountant/Auditor in the format at**Annexure II** along with financial statement of 2019-20, 2020-21& 2021-22.
- q) A Checklist (**Annexure-III**) for the list of documents enclosed with their page number.
- r) "Agreed Terms & Conditions" as per **Annexure-IV** duly filled in and signed and sealed.
- s) The documents should be serially arranged as per **Annexure-III** and should be securely tied or bound.
- t) The tender/bid document should be signed by the bidder in all pages with office seal and submitted with the bid.
- u) Correction/Overwriting if any must be duly initialed by the person submitting the bid, failing which the bid liable to be not accepted.

The above documents should be sealed in a separate cover super scribed as "TECHNICAL BID,

COVER “A” (TENDER For Production of Audio & Audio VisualCreatives/Works) and addressed to the O/o of the Mission Director, National Health Mission, Assam. Saikia Commercial Complex, Sreenagar Path, Christian Basti, G S Road, Guwahati-781005.The same should also be submitted on-line in the portal <http://assamtenders.gov.in>.

6. Earnest Money Deposit (EMD)

Earnest Money Deposit amounting to **Rs.2,00, 000.00 (Rupees two lakhs)**only in the form of Demand Draft/Banker’s Cheque favoring “State Health Society, Assam”. Earnest Money Deposit will not earn any interest. The Earnest Money Deposit of the successful Bidder may, at the discretion of Tender Inviting Authority be adjusted towards the Security Deposit payable by the Bidder.

- a) The EMD of the unsuccessful bidders will be returned immediately after the finalization of the tender.
- b) The EMD of the successful bidders will be returned upon furnishing of the performance security deposit amounting to 5% of the order value.

7. PERFORMANCE SECURITY DEPOSIT

The successful bidder, within 10 days of signing of the agreement, shall be required to submit Security Deposit of 5 % of the order value in the form of bank guarantee from any Indian nationalized bank in favour of the Tender Inviting Authority valid for a period of 12 months from the date of signing of agreement. However, if the producer fails to execute the order or fails to perform the services as per agreement, in addition to other penal actions, the bank guarantee shall be en-cashed and the amount will be forfeited.

8. Signature & Seal on each page

The tender document should be signed by the Bidder in all pages with office seal.

9. PRICE BID

The blank price bid in the form of BoQ should be downloaded from the portal<http://assamtenders.gov.in>and saved on bidder’s computer without changing file-name otherwise price bid will not get uploaded. The bidder should fill in the details in the same file and upload the same back to the website. **Hard Copy of BOQ will not be accepted.**

A. Signature on corrections

Bid should be type written and every correction in the bid should be attested with full signature by the Bidder, failing which the bid will be ineligible. Corrections done with correction fluid should also be duly attested.

10. EVALUATION / SELECTION PROCEDURE:

10.1 Technical Evaluation-

The evaluation committee appointed by the tender inviting authority will carry out the technical evaluation of Eligible Proposals on the basis of the following evaluation criteria and points system in two stages i.e Stage 1 & Stage 2.

a) In the first stage technical proposal will be evaluated on the basis of applicant's experience, previous projects etc. Each evaluated Proposal will be given a technical score as detailed below.

b) Only the bidders who fulfill the criteria mentioned in the technical bid and obtain minimum 50% score in the first stage of technical evaluation shall be eligible for evaluation in the Stage 2. Subject to the clause 10.2(b).

c) Bidders can choose any topic/programmes by visiting National Health Mission, Assam website (nhm.assam.gov.in) **under the Schemes tab**, to **creatively produce one** audio jingle and one audio visual spot (Duration 30-60 second) on health issues. The produced Audio and Audio Visual spots should have Original Assamese Version and its dubbed version in Hindi, Bengali, Bodo, Sadri (Tea Tribes) and English. The produced work should be submitted in a pen drive, with the hard copy of the tender document at NHM, Assam office. The folder should be named as **"Tender Assignment for NHM Assam"**. The audio jingle, and audio video spot must be freshly produced and it will be submitted to the office of the tender inviting authority only. Office will keep the creative work for future record. It will be evaluated by an Evaluation Committee consisting of the Tender Committee members and experts on the health programme/subjects and experts from Doordarshan/AIR and DIPR. The Evaluation Committee will evaluate the spots on the qualitative aspects in various parameters. The Evaluation Committee will go through the produced Audio Videos/Audios and give a score for each produced work.

d) The maximum points/ marks to be given under each of the evaluation criteria are as follows:

S. No.	Description	Maximum Marks (Documentation)
1	Stage 1: Bidder's capabilities <ul style="list-style-type: none"> Experience in AV spot production/short film/documentary completed in last 5 years for Govt sector- <ul style="list-style-type: none"> 10 or more nos of AV spots produced in health sector: 25 marks 7 or more nos of AV spots produced for any government sector : 20 marks 5 or more project: 10 marks 3 or less nos of AV spots produced: 5 marks 	25 marks for Audio Visual spots/documentaries
2	<ul style="list-style-type: none"> Experience in Audio Spots/Jingles production in last 5 years. <ul style="list-style-type: none"> 10 or more nos of short film/documentary produced for health sector : 25 marks 7 or more nos of short film/documentary produced for any government sector: 20 marks 	25 marks for Audio Spots/Jingles

S. No.	Description	Maximum Marks (Documentation)
	<ul style="list-style-type: none"> ○ 5 or more short film/documentary produced : 10 marks ○ 3 or less short film/documentary produced : 5 marks 	
3	<ul style="list-style-type: none"> • Innovative aspects and elements for better communication, brand value etc • Animation Videos • 2D/3D videos 	10 marks
4	<p>Language proficiency reflected. Assamese, Bengali, Hindi, Bodo, Sadri (Tea Tribes) and English version of the Audio and AV spots)</p> <ul style="list-style-type: none"> ○ Textually correct representation-5 marks ○ Voice-over quality in different languages-5 marks 	10 marks
5	<ul style="list-style-type: none"> • <u>Sound quality</u> • In case of Audio (Entire sound part including music, voice over etc) <ul style="list-style-type: none"> ○ Music (original score) ○ Voice Over • In case of Audio- Video spot – <ul style="list-style-type: none"> ○ Quality of Video shots, ○ Editing, ○ Camera Quality, ○ Sound ○ Graphics. 	10 marks
6	<p>Stage 2: Presentation of the audio video and audio jingle creative on the health scheme/programme</p>	20 marks
	Total Marks	100 marks

10.2 Financial Evaluation-

- Minimum 50% marks are necessary for both Stage 1 (40 marks) and Stage 2 (10 marks) for opening of the price bids subject to clause 10.2 (b) below.
- Only 5 bidders with the highest technical score shall be eligible for evaluation of their Financial Bid.
- The total of the rates for different items shall be calculated for each bidder and the lowest and the most advantageous rate shall be considered for award of the contract.

11. VALIDITY OF BID:

Bids shall remain valid for acceptance for a period of 90 days after opening of Financial or Price bid. Bids with shorter validity shall be rejected. Purchaser may solicit bidders consent to an extension of validity period. A bidder may refuse extension request without forfeiting the EMD. The tender inviting authority reserves the right to continue the bid process for the bidders who give consent to extent the bid validity.

12. VALIDITY OF OFFER OF SUCCESSFUL BIDDER:

The validity of offer of the successful bidder shall be for financial 2022-23 year from the date of finalization of the order and the successful bidder will be bound to produce the items at agreed rates and terms during this period.

13. SAVING CLAUSE

No suit, prosecution or any legal proceedings shall lie against Tender Inviting Authority or any person for anything that is done in good faith or intended to be done in pursuance of tender.

14. PAYMENT PROVISIONS

A. Payments towards the supply of items will be made strictly as per rules, terms & conditions of the Tender Inviting Authority. All payments shall be made by way of PFMS drawn in favour of the producer.

B. Bills/ Invoices should be raised in triplicate in the name of the Tender Inviting Authority with address.

15. NON CONFORMANCE & TERMINATION

The Tender Inviting Authority may, by a notice in writing suspend the agreement if the successful bidder fails to perform any of his obligations including carrying out the services. The Tender Inviting Authority after giving 15 days clear notice in writing, expressing the intention of termination by stating the ground, may terminate the agreement after giving reasonable opportunity of being heard, if so, desired by the successful bidder.

16. ARBITRATION

Any dispute whatsoever in any way arising out of or relating to the contract shall be referred to arbitration of the Mission Director, National Health Mission, Assam or to the sole arbitration of some person nominated by him. There shall be no objection if the arbitrator so appointed happens to be an employee of National Health Mission, Assam. The award of the arbitrator shall be final, conclusive and binding on all parties.

17. LAWS GOVERNING THE CONTRACT & JURISDICTION

The contract shall be governed by the laws in force in India. In the event of any dispute arising out of the tender such dispute would be subject to the jurisdiction of the Court within the State of Assam only.

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ANNEXURE IA
UNDERTAKING (by the Bidder)

To

Mission Director,
National Health Mission, Assam

Tender No. _____

For Production of Audio & Audio Visualcreatives/works _____

Sir,

1. I, Shri _____, on behalf of M/s _____ having registered office at _____, do hereby declare that I have gone through the terms and conditions mentioned for the above and undertake to comply with all tender terms and conditions. The rates quoted by me/us are valid and binding on me/us for acceptance for a period of one year from the date of award of contract to us.
2. I/We undersigned hereby bind myself/ourselves to the Office of _____ For Production of Audio & Audio Visual.....The rates quoted by me/us for the items tendered for are specified against each.
3. The production of the spots shall be strictly as per specification and of the best quality as per requirement of the institution. The decision of the Office of _____ (Hereinafter called the said NHM Authority) as regards to the quality and specification of production shall be final and binding on me/us.
4. We agree to the conditions of the tender under which the EARNEST MONEY DEPOSIT and PERFORMANCE SECURITY DEPOSIT shall be forfeited by the purchaser.
5. We hereby undertake to pay the **penalty** as per the terms and conditions of the contract for delayed production of the ordered items.
6. We agree to accept the amount of the bill to be paid by the purchaser after completion of all formalities and should any amount of the bill found by the NHM Authority/auditors to have been over-paid; the amount so found shall be refunded by me/us.
7. We hereby undertake to produce Audio, Audio & Video creatives/works during the validity of the tender as per direction of the NHM Authority within the stipulated period.
8. The tender inviting authority has the right to accept or reject any or all the tenders without assigning any reason.
9. We understand all the terms and conditions of the contract and bind myself/ourselves to abide by them.
10. We hereby declare that there is no vigilance/CBI or court case pending/contemplated against us at the moment.

SIGNATURE :
NAME & DESIGNATION :
DATE :
NAME & ADDRESS OF THE FIRM :

ANNEXURE I B

UNDERTAKING

(To be submitted by the Bidder)

To

Mission Director,
National Health Mission, Assam

Tender No. _____

For _____

We,..... do
hereby declare that presently we do not stand blacklisted by any
Central or State Government organization or debarred from
participating in tenders of such organization and are therefore
eligible to participate in NHM Tender No.....
Date..... for

SIGNATURE :

NAME & DESIGNATION :

DATE :

NAME & ADDRESS OF THE FIRM :

ANNEXURE-II
ANNUAL TURNOVER STATEMENT OF THE BIDDER

The Annual Turnover of M/s _____ for the past three financial years 2019-20, 2021-22 & 2022-23 from the production of Audio & Video creatives/works are given below and certified that the statement are true and correct.

Sl No.	Year	Turnover in Lakhs
1.	2019-20	
2.	2020-21	
3.	2021-22	

Total - Rs. _____ Lakhs

Avg. - Rs. _____ Lakhs

Date :

Seal :

Signature of Auditor / Chartered
Accountant
(Name in Capital Letters)

ANNEXURE-III-
CHECK LIST

Sl.	Cover A	Yes	No
1.	Court Fee Stamp/IPO		
	Tender Document Fee online submission copy		
2.	EMD fee online submission copy		
3	Trade license/registration certificate from competent authority furnished.Permanent address in Guwahati.		
4	Empanelment certificate in DAVP/NFDC/DD/DIPR, Govt. of Assam		
5	Attested copies of order/contracts of earlier works and supported by completion certificate/documents wherever applicable furnished.		
6	Attested copies of order/contracts/ completion certificated of earlier works showing evidence.		
7	Details of qualification and experience of creative head of the agency /firms furnished.		
8	Attested copies of order/contracts of earlier works to be enclosed showing works in Assamese,Hindi, Bengali, Bodo and Sadri (Tea Tribes), and English language furnished.DVD/Pen drive must be attached in the hard copy of the bid document.		
9	Details of the infrastructure/studio set-up furnished.		
10	Annual turnover statement for the last 3 financial years in the specified format at annexure II certified by the auditor/ chartered accountant furnished.		
11	Up to date GST clearance certificate furnished.		
12	Attested copy of the PAN card in the name of the proprietor/Production Firm.		
13	Non Blacklist certificate submitted		
14	Any other Supporting documents		

**ANNEXURE– IV-
NATIONAL HEALTH MISSION, ASSAM**

AGREED TERMS & CONDITIONS

Tender No. & Date _____

1. Details of agency/ Firms

Bidder Name:

Offer Ref:

Telephone No:

Fax No:

Contact Person:

Signature:

E-mail:

2. Definitions

1. "NHM Authority" means the Mission Director, National Health Mission, Assam or his authorized representative.
2. "Bidder" means a person or firm or company who has made an offer for production of Audio & Video spots as per tender.
3. "Producer" means a person or firm or company, to whom the order is addressed for supply of product and /or services.

NOTE: The questionnaire below must be duly filled in and should be enclosed with un-priced Technical Bid, (Cover A). Clauses confirmed here under should not be repeated. All commercial terms and conditions should be indicated in this format. If necessary, details including deviations to the terms and conditions of the bid document, if any, should be enclosed as annexure to this questionnaire.

Sl. No.	Description	<u>Vendor's Confirmation</u> (Confirmed/Noted/Deviation furnished separately)
	Technical	
1.	Confirm that you meet the eligibility criteria as per bid document and have furnished relevant documents.	
2.	Confirm acceptance of Technical Specification and scope of supply as per Tender Document.	
3.	In case of deviations, confirm that the same have been highlighted separately.	
4.	Confirm that literature and technical data, wherever applicable, have been enclosed.	
5.	Confirm that all certificates/ documents furnished are true to my knowledge.	
6.	Confirm that Earnest Money Deposit (EMD) as per bid document has been furnished in Cover A	
	Commercial	
1.	It is noted that any deviations to the commercial terms and conditions shall lead to loading of prices or rejection of offer.	
2.	Confirm that the quoted landed price is inclusive of	

	production of spots and submission to NHM Authority in the required format, taxes and GST.	
3.	Confirm furnishing of price break-up of each item showing basic price of item and GST on %age of basic price to arrive at landed price.	
4.	It is noted that the statutory variations in taxes and duties within the contractual delivery period shall be borne by NHM Authority.	
5	Confirm acceptance of relevant payment terms specified in the bid document.	
6.	It is noted that delivery period, price reduction, termination etc are subject to Force Majeure Condition as stipulated in the bid document.	
7.	Confirm that the quoted prices are in Indian Rupees and shall remain firm & fixed till complete execution of the order.	
8.	Confirm that Performance security deposit of 5 % of the total order value in the form of a Bank Guarantee from a nationalized Bank shall be furnished, which will be valid for a period of 12 months from the date of order.	
9.	Terms & Conditions indicated in this format shall not be repeated in the bid. Terms & Conditions indicated elsewhere and contradicting those in this format shall be ignored. Confirm compliance.	
10.	Confirm that you shall observe the highest standard of ethics during bidding and in case favored with an order, the execution of the order will be completed, without resorting to any fraud, corruption and/or coercion.	
11.	Confirm that the offer shall be valid for a period of 90 days from the date of bid opening.	

SIGNATURE& DATE :
NAME & DESIGNATION :
NAME & ADDRESS OF THE FIRM :

PRICE BID (BoQ) to be submitted online only

I do hereby submit my financial bid for the item

Tender No. :

Sl. No	Item	Basic Price in Rs.	GST	Basic Price + Taxes figures(Rs.)	Basic Price + Taxes in words (Rs.)
A	B	C	D	C+D	C+D
1	Rate of one Audio-Visual spot per 10 sec. duration.				
2	Rate of one Audio-Visual spot per 30 sec. duration				
3	Rate of one Audio-Visual spot per 60 sec. duration				
4	Rate of one Audio spot per 10 sec. duration				
5	Rate of audio Jingles per 10 seconds				
6	Rate of one Audio spot per 30 sec. duration				
7	Rate of Audio Jingles per 30 sec. duration				
8	Rate of one Audio spot per 60 sec. duration				
9	Rate of one Audio Jingle per 60 sec. duration				
10	Rate of one animated video per 10 seconds				
11	Rate of one animated video per 60 seconds				
12	Rate of short film of duration up to 15 min				
13	Rate of one short film up to 30 min. duration				
14	Rate of one documentary of duration up to 5 minutes.				
15	Rate of modification per spot of 10 sec				
16	Dubbing rate per language per spot				
17	One day documentation of NHM/Health Events (Videography & Photography)				
Total Cost(1+2+3+4+5+6+7+8+9+10+11+12+13+14+15+16+17) in figures					
Total Cost(1+2+3+4+5+6+7+8+9+10+11+12+13+14+15+16+17) in words					

This price bid is for reference only. Bidder has to submit the price bid as BOQ by online in the website <http://assamtenders.gov.in>. Hardcopy of the price bid will not be accepted.

SIGNATURE	:
NAME & DESIGNATION	:
DATE	:
NAME & ADDRESS OF THE FIRM	:
OFFICIAL SEAL	:

Annexure V

A Brief Details of the Audio and Audio-Visual spot.

This E Tender is for production of Audio and Audio- VisualCreatives /Works of NHM Assam.

A short overview of the creative works are given herewith

1. The Audio and Audio Visual spots are for effective awareness generation on Health issues and Health programs of NHM Assam. Minimum duration of the Audio and Audio Video advertisement is 10 second. This time may vary on the basis of content.The Audio and AV Spots should be target oriented and should attract maximum public attention.
2. In some other cases the Audio and Audio Visual spots will cover up documented presentation as per need of the program. In the need of program, the short film and documentary will be prepared.
3. Creative quality should be up to the mark with innovative concept/techniques/music in every creative.
4. Video shooting will be both outdoor and indoor. The team should be able to travel across the State for video shoot.
5. Empanelled AV agency must have to keep the track record of different health programs held across theState. Video recording of the State Health Programmes will have to be carried out by the empanelled agency. Which will have to be produced as video and submit to State Media Cell of NHM,Assam after the program is over. For such kind of video recording State Media Cell of NHM, Assam will intimate the agency in advance.