



Centre for Modernizing Government Initiative (CMGI)
1212 (A), SishuBhawan Square, Unit – 1, Bhubaneswar, Odisha,
Telephone No. : 0674- 2598150/51

Tender Enquiry No. : CMGI/PCU/CM-AWD-FILM/DOC/2018/576/543, Date : 10 .04.2018

e-Tenders are invited from agencies having experience in production of Documentary Films through Audio-Visual (in Odia with subtitles in English) and Documentation work in English for documentation of Chief Minister's Award winning Initiatives.

Validity of Contract :The work order/contract will be valid for one year from the commencement date of the order/contract. Please note that Contract can be cancelled unilaterally by the customer in case services are not received satisfactory within the contracted period.

Amendment of Tender: In case of any discrepancy between the Press Advertisement, other detailed provisions of the tender document and the updated version on the web (up to 6.00 P.M. on 23th April 2018), the web-version will prevail. At any time prior to 23th April 2018, CMGI reserves the right to add / modify / delete any portion of this document by issuance of an addendum, which would be published on the web site (cmgi.org.in / <https://tendersodisha.gov.in>) and will be binding on the bidders .

SCHEDULE OF EVENTS

Last Date For Submission of Tender through https://tendersodisha.gov.in :	30.04.2018, 2.00 PM
Opening & Evaluation of General Bid & Technical Bid	30.04.2018, 5.00 PM
Opening & Evaluation of Commercial Bid	03.05.2018, 4.00 PM

CMGI reserves the right to accept and or reject any or all the tenders they receive without assigning any cause or reason thereof. No claim in whatsoever form from any firms for such decision of the PCU-CMGI shall be entertained.

SCOPE OF WORK

List of Awardees/Initiative of CM Award, Government of Odisha and their area of Work/ Operation

1) PanchavatiVana : Rejuvenating Degraded Urbal Forest Areas Through Convergence for Plantation Tourism :

The main objectives of the plantation based city forest “Panchavati Vana” of Nabarangpur Forest Division :

- To rejuvenate ecologically the denuded forest areas adjoining the town by way of plantation.
- To improve overall cleanliness and environmental status of the town and its surroundings.
- To create general awareness about environmental conservation.
- To promote community participation in conservation of biodiversity.

2) Women-Centric Initiative by Commissionerate Police, Bhubaneswar-Cuttack: Better Service & Security:

3) Towards Open Defecation Free Deogarh : Strategies for Implementation of Swacha Bharat Abhiyan (Gramin) in Deogarh District:

4) Amruta Dhara : Irrigation Project in Chandahani Block, Nawarangpur District.

5) Implementation of Migration reduction strategies through MGNREGS in Nuapada District by DRDA Nuapada

- a. Objectives of the Initiative : To reduce distress migration by providing gainful wage employment at the locality
- b. To create productive assets at both individual and community level, linking to livelihood of the migrant families
- c. To promote Institutions of migrant families at appropriate level to get into livelihood interventions for enhanced income

6) Farmers Registration & Paddy Procurement Automation System

7) Road Safety measures in Commissionerate police, Bhubaneswar-Cuttack

8) Enabling Security aided Development in Podia PS limits by Combating Naxal Presence, Building Police-Public Trust and Enhancing Security Perception in the Area

9) Project Shashaktikaran : Swabhiuman + Shiksha+Shakti

10) Transformation of Targeted Public Distribution System & Implementation of National Food Security Act 2013

*** 10 documentary video films and 10 Documentation work in e-Book form on the above 10 CM Award Winning Initiatives will be prepared.**

**** The agencies are requested to Contact/Coordinate with General Administration & Public Grievance (GA & PG) Department for detailed understanding (scope) of the Work.**

• Terms of Reference :

a) The documentation of a best practice in e- book form alongwith short documentary film should have broadly the following elements:

- i. Situation before the practice
- ii. Encounters and challenges faced by the innovators
- iii. Strategy adopted o Business process reengineering, if any
- iv. Results achieved/anticipated. o Financial Savings
- v. Improvement in efficiency/ productivity/ Reduction of waiting time
- vi. Scalability of the project
- vii. Simplification of procedure,
- viii. Adaptability
- ix. Sustainability
- x. Lessons learnt
- xi. Replicability
- xii. Response of State Govt./Local authority/Agency

b) The bidders are advised to refer the document of DAR PG in their website link i.e., https://darpg.gov.in/sites/default/files/guidelines_22082016.pdf

c) Details of each good governance practices proposed for documentation in e-Book form should contain the following features:

- Title of the Practice
- Name of Innovator (Individual/Organization)
- Synopsis of the Practice (in about 150 words)
- Uniqueness of the Practice

- Tangible gains
- Cost Effectiveness and Citizen Centricity/Friendliness
- Observation/Recommendation of Evaluation Study / Feedback undertaken
- Sustainability
- Lessons Learnt
- Replicability
- Any other information relevant to the practice

d) Broad guidelines for production of short documentary film should be broadly structured having the following details:

- Situation - Before the Initiative
- How the initiative was conceptualized
- Objective of Initiative
- Methodology/Tools adopted for implementation
- Obstacles/Challenges if any during implementation
- Benefits
- Interaction with the target audience
- Replicability, sustainability and Way Forward
- Award received for this initiative, if any
- Response of State Govt./Local Authority/Agency

***Please Note : The Bidders are requested to contact Centre for Modernizing Government Initiative (CMGI), 1212 (A), SishuBhawan Square, Unit – 1, Bhubaneswar, Odisha while submitting their bids for clarification of any doubt**

Terms and Condition for Production of Documentary Films

1. The film production of Documentary Video Films/Spots should be in Full HD Format;
2. The selected agency will develop the final script for production of TV Spot and Advt. Film basing on the matters pertaining to the Case Studies/ Success Stories of CM Award. The selected agency will coordinate with the concerned Office/Department/Official for development of the script/Content/ Matters/ Overall theme. The selected agency will not charge anything for the said coordination work. However, GA & PG Department/ CMGI will validate the script prior to production of the documentary film.
3. The preview of the documentary film/spot will be done by a Committee comprising the expert(s) of I & PR Department/ Door Darshanbasing on the approved script. Subsequently, CMGI will process the due payment to the agency.
4. **Explanation of Consolidated Rate for Video spots / Telefilms /Documentaries:** The consolidated rate includes charges for script, detailed shot-by-shot storyboard (for Video-spots), location, travel outside Bhubaneswar, models, anchors, shooting, editing, jingle, 2-D/3D animation/ 2D & 3D Character animation/ all kinds of Graphics as required by Client, titling/sub-titling/text, music, voiceover, background effects, special effects,). Two Master Copies (both mixed and unmixed) in DVD(cover fully branded inlay card and DVD) and properly labeled mentioning title of spot/ programme, subject, duration, language, name of client, name of production agency and year of production.
5. In addition, all video spots/ documentary films should be in suitable digital MPEG 4 format and at broadcast worthy quality and delivery by internet.
6. Location of the production will be based on the requirement of the approved script.
7. Involvement of the Artist also will be the prerogative of the selected agency.

Eligibility Criteria

Minimum eligibility criteria prescribed for the agencies for production of Documentary Video Films (in Odia with subtitles in English) and Documentation work in English in e-Book form for documentation of Chief Minister's Award winning Initiatives are as follows;

- 1) The Bidder should be a company; registered under the Indian Companies Act 1956 or Partnership firm registered under Indian Partnership Act or a proprietary concern registered in Odisha.
- 2) The word "company" here includes registered company, partnership firm or proprietary concern.
- 3) **Experience** : Applicant/Bidder must have executed 3 work orders in their respective areas (Documentary Video Film Production / Preparation of Professional Documentation Report) from any Central/State Government Organizations/PSUs.
- 4) The bidder must have a local office at Bhubaneswar (Proof to be submitted).
- 5) The Bidder should have PAN Card of the said organizations.
- 6) The Bidder should have GST Registration of the said organizations.
- 7) **Turnover** : The Bidder should have an average annual turnover of at least ₹ One crore during three Financial years (2014-15, 2015-16 and 2016-17).
- 8) The bidder should not have been blacklisted by any Govt. of India / State Govt. Self-declaration to be submitted.
- 9) The selected bidder for production of Documentary Video Films should be ready to submit Performance Bank Guarantee of Rs.1,00,000/- drawn in favour of Executive Director, CMGI, payable at Bhubaneswar having validity of one year from the date of issue of the work order.

10) Tender Fee & EMD :

- a) **Tender Fee** : Rs.5,000/- (Rupees Five thousand) only by Demand Draft in favour of "The Executive Director, Center for Modernizing Government Initiative" payable at Bhubaneswar.
- b) **Ernest Money Deposit (EMD)**: Rs.20,000/- (Rupees twenty thousand) only by Demand Draft in favour of "The Executive Director, Center for Modernizing Government Initiative" payable at Bhubaneswar.

Application process :

EVALUATION & SELECTION CRITERIA

Eligible and interested companies are requested to submit their bids on or before 30.04.2018, 2.00 PM in Government of Odisha e-Tender portal (<https://tendersodisha.gov.in>) (along with documentary evidence).

Evaluation and comparison of tenders:

- The commercial proposals of only those firms shall be opened and considered for evaluation whose general & technical proposal is found to be responsive fulfilling the eligibility criteria as per the following conditions.

A) General & Technical Bid Submission :

The bidders are required to upload all the following documents online in e-tender portal (<https://tendersodisha.gov.in>) online, otherwise the bid will be disqualified.

- 1) Proof of Registration towards evidence of operation of the Company/Organization minimum for last 3 Years (since 2014) Proof of registration of the company registered under the Indian Companies Act 1956 or Partnership firm registered under Indian Partnership Act or a proprietary concern registered in Odisha. The word “company” here includes registered company, partnership firm or proprietary concern.
- 2) Proof of 3 work orders in their respective areas (Documentary Video Film Production / Preparation of Professional Documentation Report in e-book form any Central/State Government Organizations/PSUs.
- 3) Proof of office at Bhubaneswar (Proof to be submitted).
- 4) The Bidder should have PAN Card of the said organizations.
- 5) The Bidder should have GST Registration of the said organizations.
- 6) **Statutory Audit Report** during three Financial years (2014-15, 2015-16 and 2016-17) against proof of Turnover of at least ₹ One Crore during three Financial years (2014-15, 2015-16 and 2016-17).
- 7) Self declaration of not having been blacklisted by any Govt. of India / State Govt. Self-declaration to be submitted.

10 documentary video films and 10 Documentation work in e-Book form on the 10 different themes on 10 different CM Award Winning Initiatives will be prepared. The Financial Bid should be submitted in the BoQ format through the e-Tender Portal (<https://tendersodisha.gov.in>).

B. Offline Submissions:

The bidder is requested to submit the following documents offline (i.e. physically) on or before 30.04.2018, 2.00 PM to Procurement Officer, Center for Modernizing Government Initiative, Plot No - 1212/A, Sishu Bhawan Square, Udyan Marg, Infront of Canara Bank, Bhubaneswar - 751009.

- a) **Tender Fee** : Rs.5,000/- (Rupees Five thousand) only by Demand Draft in favour of "The Executive Director, Center for Modernizing Government Initiative" payable at Bhubaneswar.
- b) **Ernest Money Deposit (EMD)**: Rs.20,000/- (Rupees Twenty thousand) only by Demand Draft in favour of "The Executive Director, Center for Modernizing Government Initiative" payable at Bhubaneswar.
- c) **For Bidding of Documentary Film** : At least 3 sample CDs/DVS of previous documentary film production works of various Governments should be submitted.
- d) **For Bidding of Professional Documentation Report preparation in e-book form**: At least 3 sample reports of previous Professional Documentation Report of various Governments organizations should be submitted.