

GUJARAT CSR AUTHORITY

**GSFC Building, opp. Drive in Cinema,
B/h Reliance Mart, Bodakdev, Ahmedabad- 380054
Phone: 079-40192052
Tender Notice No. GCSRA/TENDER/14/2019-20**

E-TENDER DOCUMENT

**“HIRE SERVICES OF AGENCY FOR VIDEO MONITORING WORK OF CSR PROJECTS”
THROUGH E-TENDERING PROCESS ONLY**

**THE LAST DATE FOR SUBMISSION OF E-TENDER IS 21 DAYS FROM THE DATE OF
PUBLISHING OF THE ADVERTISEMENT OF THE TENDER NOTICE IN THE NEWS PAPER**

1. Background and Objective:

Gujarat CSR Authority (GCSRA) is established under the administrative control of Industries and Mines Department (IMD), Government of Gujarat in April 2015. The Authority is website driven initiative, So that it requires digital aspects to show its activities and get it published. The Authority is in need of video monitoring of ongoing projects on regular basis. Also the documentation of best CSR practices in Gujarat is one of the objectives for video coverage of each and every activity of Gujarat CSR Authority.

GCSRA invites e-tender for **“Hire services of agency for video monitoring work of CSR projects”** from the eligible and reputed firms for making video films to monitor the projects in the field of CSR in Gujarat.

Schedule & Brief of the Tender

Name of the Organization	Gujarat CSR Authority Ahmedabad
Tender Notice No.	Tender Notice No.: GCSRA/TENDER/14/2019-20
Name of the Project	“Hire services of agency for video monitoring work of CSR projects”
Period of Contract	12 months to approved agency & can be extended upto 24 months on same rules, terms & conditions depending upon results achieved by the agency and Quality of Work
Bidding Type	Open Tender (E Tender only)
Officer Inviting Bids	CEO,GCSRA
Bid Opening Authority	Gujarat CSR Authority
Tender Currency Settings	Indian Rupees (INR)
Bid Document Fee	Rs. 2500/- in the form of Demand draft (non refundable)
Bid Document Fee payable to	Gujarat CSR Authority, Payable at Ahmedabad
Bid Security /EMD (INR)	Rs.84,000/- (Rupees only) in the form of Demand draft
Bid Security/ EMD in favor of	Gujarat CSR Authority, Payable at Ahmedabad
Bid Document downloading start Date	21 st August 2019, Wednesday
Bid Document downloading end Date	12 th September, 2019, Thursday upto 4:00pm
Pre-bid Meeting	30 th August, 2019, Friday at GCSRA office
Last date & Time for online submission of Financial & Technical Bid	12 th September, 2019, Thursday upto 4:00pm
Last date & Time for Offline submission of Bid Offline (Technical Bid Only in physical form)	13 th September, 2019, Friday upto 4:00pm at GCSRA Office
Date of opening of Technical Bid	16 th September, 2019, Monday
Technical Presentation date	25 th September, 2019, Wednesday at GCSRA Office (Tentative)
Date of Financial Bid Opening	5 th October, 2019, Saturday (Tentative)
Bid Validity period	90 days from opening of Bid
Submission of certain documents	Submission of EMD, Tender fee and other documents required in technical bid with supporting papers shall be reached in the office of Gujarat CSR Authority, Ahmedabad before the last date of submission of bid.
Contact details Nodal Person from GCSRA	Denisha Agravat 079-40192052/ denishagcsra@gujarat.gov.in

3. Pre-Qualification Criteria

Sr No	Criteria	Supporting Documents
1	Organization Details	Copy of registration certificate & Details of Contact person for this project (Name, Contact details and Email Id)
2	Audited balance sheet	Audited Balance sheet of last 3 financial years;
3	Detail of Tax document	Copy of PAN, GST issued by Income Tax
4	Turn Over of agency	Turnover of last 3 financial years mentioned clearly in Rupees
5	Tender Fee	Separate envelopes containing the tender fee of Rs. 2500/- and in the form of Demand draft in favour of Gujarat CSR Authority , Payable at Ahmedabad
6	EMD	Separate envelopes containing the EMD of Rs.84,000/- and in the form of Demand draft in favour of Gujarat CSR Authority , Payable at Ahmedabad
7	Video monitoring work experiences of agency in Gujarat	Work order copy/certificate from client mentioning the completed/allocated work; List of Clients (last 3 years);
8	Name of the Key officials of team composition including CV for this project	Submit the details of allocated key officials name with their roles & responsibilities for this project. As per Annexure 1

4. Scope of Work:

Gujarat CSR Authority intends to undertake video monitoring of the projects located at different locations of the state. Following are the scope of work and expected work desired from the agency:

- a. Agency shall be responsible to work according to assignment given by GCSRA.
- b. An effective and well planned execution plan should be developed and follow by agency to complete the assigned assignment.
- c. The empanelled agency will have to produce a maximum of 40 videos yearly; each video has to be of 3- 5 minutes duration.
- d. The agency shall submit a video film with high quality resolution which can be used for telecast by GCSRA.
- e. The ownership of the video and entire shoot/ raw stock, music, mixed/unmixed version will at all times rest with the Gujarat CSR Authority and the production house will have no proprietary.
- f. The production house is expected to go to project location at least for one day to cover all the aspects pertaining to the preparation of short videos.
- g. The content will have to be present in both Gujarati & English language.
- h. The video will capture the monitoring aspect and should include:
 - i. Feedback of beneficiary of CSR Project

- ii. Activity Coverage
- iii. Impact of Project.
- i. The assignment will not be limited to Videography, or the digital videos and also including concept, script, voice over, background music, speeches, graphics, animation and many others which are required to complete the assignment on agreed time schedule basis.
- j. The entire data will also be sorted/ archived and the firm has the responsibility to provide and maintain the backup, storage and recovery mechanism
- k. Agency shall responsible to consolidate the information shared by GCSRA and deliver in the final video clip to GCSRA.
- l. The agency will have to render the content in user friendly and easily understandable formats for different categories of audiences.
- m. If required, the agency shall assign the work of covering any event or seminar of GCSRA (for maximum 8 to 10 hrs for one day only). The rate of the covering the event will be same as per quoted price of one video mentioned in the financial bid of the tender.
- n. Agency will submit the first cut of video assignment to GCSRA for review and editing. GCSRA holds the rights to undertake maximum 3 cuts attempts to suggest for editing of the video.
- o. The overall work of Video Monitoring clips will be assigned to the agency in phased manner spreading over a year. The agency will undertake due care and timeliness in the delivery of the video films.

5. Guidelines for Submission of Tender:

- a. Bidders can download the Tender document from the n-code Web Portal and the agency will have to compulsorily provide the technical bid and financial bid online on the website <https://www.n-procure.com>.
- b. Bidders who wish to participate in on line tenders will have to procure /should have legally valid Digital Certificate as per Information Technology Act -2000 using which they can sign their electronic bids. Bidders can procure the same from any license certifying authority of India.
- c. Bidder shall submit their Technical bid and pre qualification criteria with all required supporting documents in hardcopy as well as in electronic format on web portal of n-procure compulsory.
- d. Bidder shall submit Financial Bids only in electronic format on Web portal of n-procure, after digitally signing the same and no Financial offer in physical form will be accepted and any such offer received by Client will be out rightly rejected
- e. Bids which are not digitally signed will not be accepted.
- f. Please address all queries and correspondence to the Gujarat CSR Authority, Ahmedabad through email to denishagcsra@gujarat.gov.in.
- g. Please quote Reference Number of tender in all your correspondence.
- h. The Bid should be short, concise & include all points indicated in the Document.
- i. The Bid shall be typed and submitted in English language only.
- j. The pages of the submitted bid and volumes of each part of the bid shall be clearly numbered and signed with official stamped.
- k. The submitted bid shall be signed and submitted by the Authorized Signatory of the agency.
- l. The Agencies shall bear all costs associated with the preparation and submission of their proposals.
- m. Agencies may seek clarifications on the guiding document, if any, before or at the time of pre-bid meeting. In writing or by mail to GCSRA.

- n. The Technical and Financial bid to be submitted by the agency shall be valid for a period of 90 days from the last date of submission of the bid.
- o. At any time before the submission of Bids, GCSRA shall amend this document by issuing an addendum, which shall be binding on the agencies. The agencies shall acknowledge the tender conditions and all subsequent amendments and submit along with their proposals duly signed.
- p. Physical papers are to reach GCSRA office as per the date and time mentioned in this document. It is the responsibility of the participating agency to submit the bid before the last date and time at the address mentioned in the document above, and GCSRA will not be responsible for any delay due to post/courier/any other reasons.
- q. GCSRA shall select the agency that has scored the highest as per the evaluation criteria - combined score of technical proposal and financial quote. The selection would be on the Quality Cum Cost Based Selection (QCBS) based on the final weighted score, subject to fulfilling the requirements of the Qualification Criteria.
- r. GCSRA will appoint a nodal point of contact for this project and after the award of work the selected agency will be communicating with the nodal point of the contact on all aspect of the work order such as directions for video shoots assignment, submission of the invoices, approval of video clips etc.

6. Technical Bid :

Sr. No.	Criteria	Supporting Documents
1	Detail of the Organization	Certificate of registration including its statutory status-company, Society, Firm
2	Audited balance sheet	Audited Balance sheet for the year:(2016-17, 2017-18 and 2018-19) of the agency
3	Details of Tax document	Copy of PAN, GST registration certificate details
4	Turnover of agency	Turnover of previous 3 financial years mentioned clearly in Rupees and word
5	Tender Fee	Separate envelopes containing the tender fee of Rs. 2500/- and in the form of Demand draft in favour of Gujarat CSR Authority , Payable at Ahmedabad
6	EMD	Separate envelopes containing the EMD of Rs. 84,000/- and in the form of Demand draft in favour of Gujarat CSR Authority , Payable at Ahmedabad
7	Work experience of agency in Video Monitoring Projects	Copy of work order issued by client for mentioning projects (List of Clients of last 3 years) and attach list of previous 3 year's work completion details as annexure with technical bid and self certified letter of satisfactory work completion
8	Name of the Key officials of team composition including CV for this project	Submit the details of allocated key officials name with their roles & responsibilities for this project as per Annexure 1.

9	Video monitoring sample (short film) project	Minimum 5 samples of last 3 years (Submit it into project in Pen drive/DVD)
10	Sample of voice of Voice Over artist	Male & Female voice over samples in Both Gujarati & English language in Pen-drive/DVD (Total : 4 voiceover samples) of the projects done in last 3 years.
11	Submission of available in-house facilities for preparing video monitoring film (Mention your outsourcing services for completing any video documentation work)	List of available in-house facilities & outsourcing facilities (like editing, animation , voice over resources, script writer with data analytical skill)
12	Approach & Methodology	The Approach and Methodology shall be submitted with detailed proposal for this assignment including timeline.

7. Guidelines for submission of Technical Bid:

- Bidder shall submit Technical Bid in electronic format on Web portal of n-procure, after digitally signing the same and hard copy of the Technical Bid with necessary supporting documents shall be submitted before the last date. Bids which are not digitally signed will not be accepted.
- Envelopes containing the Technical Bid and Fees shall be placed into an outer envelope clearly marked “HIRING OF AGENCY FOR VIDEO MONITORING WORK OF CSR PROJECTS OF GUJARAT CSR AUTHORITY” and **company seal**.
- This outer envelope shall bear the Name of the Assignment, submission address. Please ensure that the Bid must reach GCSRA on or before the last date of submission mentioned in the notice inviting tender.
- The Original Technical Bid submitted by bidder shall contain no overwriting, except as necessary to correct errors made by the official of Agency themselves. The person who signs the proposal must put initial against such corrections.

Note: Consortiums/tie-ups is not allowed to fulfill above qualification criteria.

8. Financial Bid

The agency is required to fill the financial bid online only at <https://www.n-procure.com> as per the prescribed format (Annexure 2: Financial bid Format).

- The quote should be unconditional and single.
- The charges per video quoted should be exclusive of taxes.
- The proposal should be indicated in the Indian Rupees.
- Proposal in any other currency would not be accepted and shall be rejected.
- Application of the taxes on the payment would be as per the prevailing guidelines from time to time issued by the Government of India/Government of Gujarat
- No Financial bid in physical form will be accepted and any such offer received by Client will be out rightly rejected.

5. EMD:

- Please enclose EMD of Rs.84,000/- in the form of Demand Drafts drawn in favour of “Gujarat CSR Authority” payable at Ahmedabad in a separate sealed envelope

superscripted with “EMD”. Only after confirmation of valid bid security, the Technical Bid will be opened.

- Tender not accompanied by EMD are liable to be summarily rejected and no communication will be entertained by GCSRA in this regards.
- EMD of bidders not short listed will be refunded within 30 days from the date of declaration of Short-listed Bidder.

6. Security Deposit:

Successful bidders will have to deposit Security Deposit of 5% of the total contract value as per work order issued to agency within a week of awarding Work Order by GCSRA. The said Security Deposit will carry no interest & will be refunded on or within 2 months of after successful completion of the contract.

7. Technical Presentation:

The content for the technical presentation upon which the final technical score will be awarded should cover the following:

- a) Agency shall give explanation on understanding of the assignment. Brief about the key officials related to this assignment with their roles and responsibility of this assignment.
- b) Agency’s readiness to operationalize the assignment; agency shall share facilities available for the project, adequate team of experts allocated for the project.
- c) Sample of earlier best work done in Video Documentation on CSR projects under similar assignment of past 3 years
- d) Any other innovative idea presented related to video documentations and clear and well define timeline of undertaking the video monitoring assignment
- e) Earlier done Interviews shoots of key stake holders of the any CSR monitoring project of last 3 years.
- f) 2 samples of 3-5 minutes video monitoring projects on similar work done by agency in last 3 years
- g) Agency shall include check list of Pre-Qualification in presentation

8. Evaluation Criteria

Sr. No.	Evaluation Criteria of Technical Bid	Max arks
1	Evaluation of Financial competence of the agency based on details of previous 3 financial years submitted by agency	10 Marks
2	Evaluation of Work Experience of Video Monitoring projects in undertaken by agency in Gujarat on submission of Sample of work of past 3 years	10 Marks
3	Evaluation of types of clients handled by agency in last 3 years	20 Marks
4	Evaluation on Subject Area of Video Monitoring of Social Sector Projects/ CSR projects undertaken by Agency in last year's project completion	15 Marks
5	Evaluation of no. of projects of other than Video Monitoring of Social Sector Projects/ CSR projects undertaken by Agency	5 Marks
6	Evaluation of Technical Presentation	30 Marks
7	Evaluation of CV of core team members of the Video Monitoring Project	10 Marks
Total Marks		100 Marks

9. Methodology of Evaluation – Quality cum Cost based selection

- The combined final score of Technical & Financial bid shall be considered for award of the assignment. The assignment shall be awarded to the Agency scoring the highest final weighted score.
- The weightage for the technical proposal and financial proposal in the combined final score will be 60% and 40% respectively.
- The marking scheme for technical proposal will be as per details given in this Request for Proposal. Technical score (St) shall be out of 100.
- The Financial Proposal shall be evaluated using the following methodology: The lowest Financial Proposal (Fm) will be given a financial score (Sf) of 100 points. The financial scores (Sf) of the other Financial Proposals will be determined using the following formula:
 - $Sf = 100 \times Fm/F$
 - In which Sf is the financial score, Fm is the lowest Financial Proposal, and F is the Financial Proposal (in INR) under consideration.
 - Proposals will finally be ranked in accordance with their combined technical (St) and financial (Sf) scores:
 - $S = St \times Tw + Sf \times Fw$
 - Where S is the combined score, and Tw and Fw are weights assigned to Technical Proposal and Financial Proposal that will be 60% and 40% respectively.

10. Payment Schedule:

- The charges will be paid only after the successful completion of the allocated work and approval and certified by GCSRA, Taxes would be paid as per applicable laws.
- GCSRA will release the payment within 30 days after certified the work submitted by agency.

- A brief report of the work carried out during the billing period should be submitted along with the invoice and project completion letter.
- The final amount of invoice will be paid after submission of all the relevant documents, files, photographs if any, report and any other material in electronic format and documents to be submitted in hardcopy to GCSRA.
- No reimbursements would be made with regard to any additional domestic and foreign travel, any other out of pocket undertaken by the agency and or its representatives without prior approval by the authorities.

11. Other Terms & Conditions:

1. Validity of the bid:

The Proposal shall remain valid for 90 calendar days after the date of the opening of the financial bid. Both the parties would endeavor to complete the process of selection and enter into agreement before the validity period.

2. Extension of Validity of bid:

In exceptional circumstances, prior to expiry of the original Proposal Validity Period, GCSRA may request the agency to extend the Proposal Validity Period for a specified additional period. The notice of the same will be uploaded only on GCSRA Website.

3. Disqualification:

The following events and circumstances may result in disqualification of the applicant from the bidding process:

- i. If the bid contains misleading or false representation in the forms, statements and attachments submitted in proof of the eligibility requirements
- ii. If the bid contains conditions other than the conditions mentioned in this document or any additional condition put in by the agency to the GCSRA.
- iii. If the bid submitted is not accompanied by the required documentation as per annexure will be considered nonresponsive
- iv. Agency who attempts to influence the qualification or selection process shall be disqualified from the process at any stage.
- v. GCSRA reserves the right to reject or disqualify the proposal, if any detrimental information becomes known after the Agency has been qualified.
- vi. GCSRA reserves the right to reject the Agency, at the time, or at any time after such information becomes known.
- vii. In case of such disqualification under any circumstances, the decision taken by GCSRA shall be considered as final and binding.

Annexure 1: Team Composition

The Agency shall propose team consisting of staff / experts to take care of all aspects of the assignment.

Key Staff			
Name of Key Expert	Educational Qualification	Area of Expertise	Key assigned for this assignment

Authorized Signature [*In full and initials*]:

Name and Title of Signatory:

Name of Firm & Address

**Appendix 2:
Format of Financial bid**

To,
Chief Operation Officer
Gujarat CSR Authority
3rd Floor, GSFC Tower
Opp: Drive in Cinema- Bodakdev
Ahmedabad- 380061

Respected Madam/Sir,

I /We hereby submit our financial bid for providing the service as per the terms of reference given under this tender document issued by GCSRA, Ahmedabad with the time specified and in accordance with the specifications and instruction.

The cost details should be given in the following format in INR only, involved in shooting, editing, mixing and preparing dvd's/pen drives etc mentioned under:

Particulars	Total Amount (In Rs.)
Cost per unit of video production & submission (Including all types of expenses, travelling expenses and other relevant expenses) but exclusive of Taxes/GST as applicable	
Total Amount Rs.	

In Words:

All charges pertaining to coordination, supervision of the project/event would be covered in the above mentioned charges. No separate charges would be paid for the same.

The above quote submitted is exclusive of taxes and the applicable taxes at the time of payment will be paid extra.

We confirm that-

- a. In the event of discrepancy in the financial quote between the words and the figures the quote indicated in words will be considered final.
- b. Validity of this offer is for 90 days.

Authorized Signature [*In full and initials*]:
Name and Title of Signatory:
Name of Agency & Address