



GOVERNMENT OF ASSAM
COMMISSIONERATE OF PANCHAYAT AND RURAL DEVELOPMENT
ASSAM, PANJABARI, GUWAHATI-781037
 e-mail: ruralassam@yahoo.co.in

No. E- 588254/DFA/1295518

Dated Panjabari

NOTICE INVITING REQUEST FOR QUOTATION

Request for Quotation (ROQ) in a two-bid system is invited from reputed Firms/producers/Directors with a minimum experience of five years in producing/ Directing Documentaries, Quickie, etc. for "Empanelment of Agencies for Audio Visual & Documentation under Commissionerate of Panchayat and Rural Development, Assam". The selection of firms will be for one year from the date of approval.

The bid documents will be available online from 1:00 PM on 12/07/2025, and the bid should be submitted online on the website <https://assamtenders.gov.in>. To participate in this tender process through e-procurement, the bidder should have a valid Digital Signature Certificate (DSC) of Class-II signing registered in the portal <https://assamtenders.gov.in> by the bidders themselves.

The bidders are required to submit original copy of the Technical Bid in hard copy affixing court fee stamp of ₹8.25 (Rupees Eight and Twenty Five Paise) only in the Commissionerate of Panchayat and Rural Development, Assam on or before 3:00 PM of 04/08/2025 for cross verification. The RFQ should be uploaded online as per prescribed schedule.

Commissioner, Panchayat and Rural Development
 Assam, Panjabari, Guwahati-37

Memo No. E- 588254/DFA/1295518-A
 Copy for Information to:

Dated Panjabari

- i. The Director, Information & Public Relations, Assam, for publication of the notice in local daily newspapers (2 English & 2 Assamese).
- ii. The Nodal Officer, e-Procurement, O/o the Commissioner, P&RD, Assam, for uploading the RFP details in Assam Tenders portal (<https://assamtenders.gov.in>)
- iii. PS to the Addl. Chief Secretary to the Govt. of Assam, P&RD Deptt., for kind appraisal of the Addl. Chief Secretary.
- iv. IT Assistant, PMAY-G, for uploading the notice in the departmental website <https://rural.assam.gov.in>
- v. Office Copy

e-signed
 Commissioner, Panchayat and Rural Development



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NOTICE INVITING REQUEST FOR QUOTATION
For “Empanelment of Agencies for Audio Visual & Documentation under Commissionerate of Panchayat and Rural Development, Assam”

Tender documents to be downloaded from & uploaded to the official website:
<https://assamtenders.gov.in>.

(to be used for furnishing bids by the ELIGIBLE BIDDERS)

All bidders are required to pay a bid processing fees of Rs. 2000/- (Rupees Two Thousand only) and bid security of Rs. 1,00,000/- (Rupees One Lakh) only for the work of estimated cost Rs. 45,00,000 (Forty Five Lakhs) only online in the e- procurement portal itself or in the form of Bank Guarantee/TDR/FDR from any nationalised/ Scheduled bank, in favour of **Commissioner of Panchayat and Rural Development, Assam**

on or before date and time of closing of bid submission by the bidder failing which the bids will be declared nonresponsive. If the bidder opted to submit bid security in the form of Bank Guarantee/TDR/FDR, then he/she must submit the original of the same along with the hard copy to be submitted to this office.

Address for Communication:
Commissionerate of Panchayat and Rural Development, Assam
email: ruralassam@yahoo.co.in



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TIME SCHEDULE OF RFQ

for “Empanelment of Agencies for Audio Visual & Documentation under Commissionerate of Panchayat and Rural Development, Assam”

RFQ in two bid system are invited from reputed firms/producers/Directors having experience of five years in producing/ Directing Documentary, Quickie, etc. for selection of Firms based in Guwahati for the production of Quickies/ Documentaries / Audio Jingles. The selection of firms will be for one year from the date of approval.

The terms & conditions and details of items are given in the e-Tender Document.

Sl	Scheduled	Start date	Start time	End date	End time
1	Publication of Tender	12-07-2025	11 AM	NA	NA
2	Tender Download	12-07-2025	1.00 PM		
3	Pre-Bid Meeting (If required)	18-07-2025	3.00 PM		
4	Bid upload/submission	22-07-2025	11 AM	04-08-2025	3.00 PM
5	Last date for withdrawal of bid	04-08-2025	4.00PM	05-08-2025	12.00 PM
6	Bid opening (Technical)	05-08-2025	1.00 PM		
7	Bid opening (Financial)	Will be intimated in due course			
8	Place of bid opening	Office of the Commissionerate of Panchayat and Rural Development, Panjabari, Guwahati-781037			
9	PPT Presentation	08-08-2025 at 3.00 PM			

RFQ documents may be downloaded from the official website <https://assamtenders.gov.in>. The Tenders should be submitted through the e-procurement system only.

e-signed
Commissioner, Panchayat and Rural Development
Assam, Panjabari, Guwahati-37

TERMS OF REFERENCE OF REQUEST FOR QUOTATION

RFQ No: 588254/DFA/1295518

FOR

**EMPANELMENT OF AGENCIES FOR AUDIO VISUAL &
DOCUMENTATION UNDER COMMISSIONERATE OF PANCHAYAT
AND RURAL DEVELOPMENT, ASSAM.**

INTRODUCTION

1. Introduction

The **Commissionerate of Panchayat and Rural Development, Government of Assam**, stands as a pivotal institution committed to the socio-economic upliftment of rural communities. Its mission encompasses enhancing livelihood opportunities, addressing chronic poverty, providing robust social security frameworks, and driving economic inclusion for families in rural Assam. By leveraging rights-based approaches, the department seeks to empower rural populations, ensuring equitable access to resources and opportunities, and systematically transforming the geography of poverty in the state.

The Commissionerate administers a wide range of programs aimed at strengthening rural infrastructure, improving access to education and healthcare, and promoting sustainable livelihood initiatives. These efforts are aligned with state and national priorities, emphasizing the use of innovative strategies to address deep-seated challenges in rural development.

Effective communication is indispensable in achieving these objectives. It serves as a critical tool to inform stakeholders about government programs, educate the rural populace on their rights and opportunities, and foster engagement among communities, implementing partners, and policymakers. High-quality communication materials, complemented by impactful visual storytelling, not only build awareness but also inspire participation, ensuring the success of the Commissionerate's initiatives.

To fulfil this essential role, the Commissionerate requires comprehensive support in creating impactful content, visual designs, and audiovisual assets that resonate with diverse audiences, including rural communities, government officials, partner organizations, and the broader public.

2. Objectives of Empanelment:

Recognizing the importance of professional expertise in communication, the Commissionerate seeks to empanel reputed agencies capable of delivering the following services:

Video Production and Short Films: Conceptualizing, scripting, filming, and editing high-quality videos and short films to effectively communicate the Commissionerate's initiatives and success stories. These audiovisual materials will be used across platforms, including social media, websites, community screenings, and government events.

Through this Request for Quotation (RFQ) the Commissionerate invites applications from eligible agencies with proven experience and expertise in these areas. The empaneled agencies will play a key role in enhancing the Commissionerate's communication efforts, contributing to the success of its programs and initiatives. This partnership aims to bridge information gaps, foster community engagement, and amplify the impact of rural development interventions across Assam.

3. INSTRUCTIONS TO BIDDERS

- I. An intending bidder must have the valid Digital Signature Certificate (DSC) of Class-III for processing this RFQ through the e-Procurement Portal, www.assamtenders.gov.in and has to register in the portal. The bidding documents can be downloaded from www.assamtenders.gov.in and the bids must be submitted online per the schedule mentioned above. There is no exemption from payment of RFQ document fee, and submissions without requisite fees shall be summarily rejected.
- II. Interested bidders are advised to study the document carefully. Submission of bid shall be deemed to have been done after careful study and examination of the document with full understanding of its implications.
- III. The Bidder shall bear all costs associated with the preparation and submission of its bid and **the Tender Inviting Authority** will, in no case, be responsible or liable for those costs, regardless of the conduct or outcome of the bid process.
- IV. Each offer shall specify only a single solution which is cost effective and meeting the RFQ specifications and it is the responsibility of the bidder to decide the best of breed solution.
- V. Bidders are not allowed to submit multiple bids. In case of detection of such, their bid (s) is/are liable to be rejected.
- VI. Bidders are required to submit the original copy of the Technical Bid in hard copy, affixing a court fee stamp of ₹8.25 (Rupees Eight and Twenty-Five Paise) only at **The Office of the Commissioner Panchayat & Rural Development Department Juripar, Panjabari, Guwahati, Assam.**
- VII. The Purchaser reserves the right to award the work/cancel the award without assigning any reason thereof. In case of differences, if any, the decision of the **Procurement Committee** shall be final. After selection of the qualified bidder, the contract period will be initially for one year, which may further be extended on mutual consent on terms and conditions to be decided between the parties.

VIII. Disclaimer

All information contained in this Request For Quotation (RFQ) document is provided in good faith and with the intention of ensuring transparency and clarity. While adequate care has been taken during the preparation of this document, it is the responsibility of the interested agencies to verify that the document is complete in all respects. The information contained herein is not exhaustive, and interested bidders are encouraged to make their inquiries and assumptions as necessary.

This RFQ is not an offer by the Commissionerate of Panchayat and Rural Development, Government of Assam, but an invitation to receive Request For Quotation from eligible bidders. No contractual obligations shall arise from this process unless and until a formal contract is signed and executed by an authorized signatory of the Commissionerate with the selected bidder.

The information provided in this RFQ document or subsequently shared with bidders, whether verbally or in documentary form by or on behalf of the Government of Assam, its employees, or advisors, is subject to the terms and conditions outlined in this document.

This RFQ document does not constitute an agreement or an offer to any party other than eligible bidders invited to submit proposals. The document may not address all information requirements of individual bidders. It is the responsibility of each bidder to conduct its investigations, perform necessary analysis, and verify the accuracy, reliability, and completeness of the information provided herein. Where necessary, bidders are encouraged to seek independent advice from appropriate sources. The Commissionerate, its officials, and advisors make no representation or warranty and accept no liability under any law, statute, or regulation regarding the accuracy, reliability, or completeness of this RFQ document.

The Commissionerate reserves the right, at its sole discretion, to update, amend, or supplement the information provided in this RFQ document without prior notice and without incurring any obligations.

IX. Security Deposit and EMD

- a. The bidder should pay an earnest money deposit of **Rs.1,00,000/- (Rupees One Lakhs Only)** online, along with the technical bid.
- b. The bids without EMD shall be summarily rejected.
- c. Performance Security deposit / Empanelment Fees: The successful bidder shall be required to deposit 5% amount of Estimated cost of the contract as per RFQ and the same shall be retained and be kept alive till the

successful completion of the contract and the extended period of the contract, if any. Performance Security deposit / Empanelment Fees shall be in the form of Fixed Deposit Receipt / Bank Guarantee from a nationalized bank in favor of Commissioner, Panchayat and Rural Development, Assam, in an acceptable form and shall be submitted by the vendor within 30 days from the award of the contract which remains valid up to 365 days beyond the date of completion of all contractual obligations of the vendor. The EMD of the successful bidder shall be returned only after submission of Performance Security.

- d. EMD will be returned to unsuccessful bidders without interest within 60 days after award of contract or setting aside of the RFQ, as the case may be.
- e. EMD will be forfeited if the bidder unilaterally withdraws the offer, or unilaterally amends, impairs or rescinds the offer within the period of its validity.

X. Acceptance of offer:

Purchaser reserves the right to accept any bid under this RFQ in full or in part, or to reject any bid or all bids without assigning any reason.

XI. Number of Agencies to be empaneled: A maximum of 05 (Five) number of agencies will be empaneled.

XII. Period of Empanelment:

The qualified agencies will be empaneled for a period of 1 (one) year from the date of signing of the Agreement. The competent authority may extend the validity of the contract up to another 01 (one) year, without any change in rates and terms & conditions, subject to satisfactory performance.

This period may also be shorter if the department arrives at a reasoned conclusion that the performance of the selected bidder is below par and the bidder is not able to perform its assigned work. The decision of the Commissioner, P&RD will be final and binding on both the parties.

XIII. Excuse from Claim:

The Bidder at no point of time can excuse themselves from any claims by Purchaser whatsoever for their deviations in conforming to all the terms and conditions as mentioned in the RFQ document.

XIV. Adherence to Schedule:

- a. The Bidder has to adhere to the schedule of activities mentioned in the RFQ and no request to change the last date or to extend the period/time shall be entertained by the Tender Inviting Authority. However, the Tender Inviting Authority reserves the right to extend the date/time for the schedule of activities without assigning any reason by notifying in its website.
- b. Adherence to Government Standards and Guidelines:
 - The Agency must ensure that all content, designs, and print materials align with the department's branding guidelines and comply with government communication standards
 - The Agency must adhere to privacy, data protection, and accessibility regulations when developing and distributing content.
 - The Agency must comply with all applicable laws and government regulations related to content creation and distribution.
 - Team Composition

XV. Area of Work

The empaneled agencies will cater to the specific needs for all the districts of Assam.

XVI. Allotment of Work

The empanelment shall be entered into for price only, without any commitment of work order for minimum quantity of the job to each agency. The Deptt. reserves the right to re-appropriate the percentage of allotment depending on the performance, delivery of service, etc. No claim in this regard shall be entertained. The performance of the agency of the empaneled agency shall be taken into consideration in awarding more works during the continuity of the contract irrespective of their bid positions.

XVII. Right to Termination/Cancellation of Bid

The Tender Inviting Authority reserves the right to cancel/terminate the bid/proposal/process without assigning any reason whatsoever, at any time, and the Tender Inviting Authority shall have no liability for any such act.

i. Payment

- a. No advance payments towards cost of items will be made to the bidder.
- b. The original invoice submitted shall be in the name of the Tender Inviting Authority and the name of the consignee shall be mentioned in it. Payment will be made after the completion of the work.
- c. Where there is a statutory requirement for tax deduction at source, such deduction towards income tax and other taxes as applicable will be made from the bills payable to the empaneled bidder at rates as notified from time to time.

ii. Penalties for Non-performance

- a. The penalties to be imposed at any stage under this bid are :
 - Imposition of liquidated damages, forfeiture of performance security, cancellation of purchase order/work order and termination of the empanelment, de-recognition/debarment of the bidder/supplier.
 - Failure to produce the requisite certificates after claiming to possess such certificates or concealment or misrepresentation of facts will not only lead to termination of agreement in the first round itself and/or may lead to forfeiture of Performance Security as well as result in de-recognition/ debarment of the bidder.
 - The penalties to be imposed on the bidder, at any stage, will be decided on the basis of the violations of a number of bid conditions specifically mentioned in the bid document as that leading to forfeiture of Performance Security or leading to de-recognition/debarment.
 - Any unexcused delay by the successful bidder in maintaining its contractual obligations towards delivery of goods and performance of services shall render the successful bidder liable to any or all of the following sanctions.

b. Liquidated Damages:- will be charged for delayed supply as follows–

- Beyond the normal period of supply as per the purchase order, for immediate **next 30 days :@ 0.1 % perday**
- For the **next 10 days** after initial delay of **30 days: @0.2 % per day.**
- The work-order shall automatically terminate in case the delay is beyond 40 days and in such cases the Performance Security shall be forfeited.
- In case of incomplete work, a penalty equal to 10% of the value of work order not done will be imposed and the concerned contractor may be de-recognized /debarred from any future works of the Department as deemed fit.
- The decision to impose penalties and finally to **de-recognition/debarment** the defaulting firm will be final and shall be binding on all bidders participating in the bid.

iii. De- recognition/Debarment:

- CPRD, Assam shall **de-recognize/ debar** the defaulting bidder for any item for a period

up-to **3(three) years** from the date of issue of De- recognition/Debarment order.

- The bidder can be de-recognized/debarred by CPRD, Assam up- to a period of 3 years in case it is found at the time of evaluation/verification/inspection that the bidder has furnished forged documents/false information along with the bid.
- The de-recognition/debarment provisions will apply without prejudice to other penal provisions as per the tender terms & conditions.
- The penalties imposed by the Tender Inviting Authority will be published on the website of the Tender Inviting Authority for a period as decided appropriate.

XVIII. **Authentication of Bid**

The Bid Document shall be digitally signed by an authorized signatory of the bidder. All the Bidders have to abide by all the terms and conditions mentioned in this RFQ document.

XIX. **Enclosures of BID**

The supporting documents to be enclosed with the Technical Bid shall be as per the compliance sheet in Annexure-X.

XX. **Opening of Bids**

Purchaser will open only technical bids as per schedule Reference to be given. In the event of the specified date of Bid opening/presentation being declared a holiday, bids shall be opened at the scheduled time on the next working day.

XXI. **Clarification of Bids**

For seeking clarification during examination, evaluations and comparison of bids, The Tender Inviting Authority may, at its sole discretion, ask the Bidder for clarification on Bid submitted. The request for clarification may be in writing by post or email or by facsimile etc. The response shall be submitted in writing by registered / speed post / courier / Email duly signed by authorized signatory of the bidder. **If the response to the clarification is not received within the prescribed timelines such bids are liable to be rejected.** No representation in this regard would be entertained.

XXII. **Completeness of Bids**

The Procurement Committee will scrutinize the bids to assess their completeness on various fronts, including compliance with all conditions outlined in the Bid Document and Technical Specifications. This evaluation encompasses verifying the absence of computational errors, ensuring the provision of required sureties, confirming proper document signatures, and assessing the overall substantial responsiveness of the Bid Documents to the stipulated requirements. Bidders are expected to provide comprehensive information against each column of the Bid Document for thorough examination.

XXIII. **Rectification of Errors**

Bidders are advised to exercise utmost care in entering the pricing figures. No requests regarding correction of mistakes in the bids will be entertained after the bids are submitted.

XXIV. **Rejection of Bid**

The Bid shall be submitted only on the specified website. Bids submitted by Telex, Fax or e-Mail shall not be entertained. Bid may be rejected at any stage of the evaluation if it is found that the bidder has provided misleading information or has been blacklisted by any State Government / Central Government / PSU / CPSU or has indulged in any malpractice/ unethical practice and has not honored contractual obligations elsewhere. the acceptance of the bid, the Tender Inviting Authority reserves the right to reject such a bid at any stage.

A bid that does not meet all eligibility and pre-qualification criteria or has not been responding to queries/clarifications/documents sought shall be rejected by Purchaser and no request for review in this regard will be considered.

Even though bidder may satisfy the qualifying criteria, it is liable to be disqualified if it has a record of poor performance.

XXV. Validity of Bid

Bids shall be valid for acceptance for a period of at least 180 (One Hundred and Eighty) days from the last date of submission of bid. The Bid with lesser validity period is liable to be rejected. However, the validity period of the bid can be extended for a further period, if required, with mutual consent of the concerned parties.

XXVI. Undertaking for reasonableness

The bidder will give an undertaking with financial bid that to the best of their knowledge and belief:

- a. The rates quoted by them are at par with the prevailing market rates and are not more than the price usually charged for services of the same nature/class or description from any purchaser either Government or Private.
- b. Services/Products/Goods supplied, will be of requisite specification and quality.
- c. The Team members indicated in the technical bid will remain part of the project until successful completion of the contract period.

XXVII. Pre-Bid Conference Enquiries and Clarifications

The Tender Inviting Authority will host a Pre-Bid Conference of prospective bidders as per the schedule mentioned above. The representatives of the interested agencies may attend the pre-bid conference at their own cost. A maximum of 1 representative of each prospective bidder shall be allowed to participate in pre-bid conference. In respect of clarifications sought, the following shall apply:

- a. The Tender Inviting Authority reserves the right not to consider any changes/suggestions in the RFQ terms & conditions that are found unacceptable.
- b. If in the opinion of the Tender Inviting Authority, certain conditions are acceptable, in whole or in part, the same shall be incorporated as such.

The venue for the pre-bid conference is mentioned below:

**O/o The Commissioner, Panchayat & Rural Development Department,
Juripar, Panjabari, Guwahati, Assam**

Pre-bid queries will be entertained in the prescribed format only attached as Annexure-XI.

If the Tender Inviting Authority deems it appropriate to revise any part of this RFQ or to issue additional data to clarify an interpretation of the provisions of this RFQ, it may issue supplements to this RFQ. Such supplementary information, including but not limited to, any additional conditions, clarifications, will be put up on the Tendering Website (<http://www.assamtenders.gov.in>) in the form of corrigendum. Any such supplement shall be deemed to be incorporated by this reference into this RFQ.

To allow bidders a reasonable time to take the amendment(s) into account in preparing their bids, Purchaser, at its discretion, may extend the deadline for the submission of bids, and the extended date will be displayed on the website (<http://www.assamtenders.gov.in>)

Designated Contact person is:

**Name: Sikha Saikia
Designation: PRO, CPRD
e-mail: sikha.saikia11@gmail.com**

4. Scope of Work

A. Detailed Scope of work for proposed project

1. Concept, Scripting and Production, Shoot, Editing, Info graphics, Release & Telecast of the following including dubbing in regional languages:
 - a. Documentaries
 - b. Short Films
 - c. Quickies
 - d. Radio Contents
 - e. TV Commercials
 - f. Tickers
 - g. L-Bands, etc
2. Public Relation Services including Media Management and Press Conferences.
3. Documentation of programs and activities.
4. Photography
5. Development of Animated Videos

B. Additional Scope of Work:

For similar event-specific activities as listed under, **Commissionerate of Panchayat and Rural Development (CPRD), Assam** will issue limited tenders for financial offers only within the empaneled vendors, as and when required:

- a. Media Buying & Release (at DIPR Rates)
- b. Local Press and Celebrity Engagement, Endorsement-Preferably from the Entertainment Industry for use in Promotional Collaterals like TVCs, Radio Spots, Print Advertisements, Digital Medium, etc.
- c. Field Visit-Preferably from the Press and Entertainment Industry for District level activities across any of the 33 districts of Assam.
- d. Any other activity not listed above.

Note – Cost of all the logistical expenses including cost for air or rail fare, providing of accommodation, meals, etc. for Local Press and Celebrity Engagement, Endorsement if any, shall be reimbursed to the selected agency upon production to original bills and after prior approval by Commissioner, Panchayat and Rural Development, Assam.

C. Team Composition

The empanelled agencies shall have the following manpower –

Sl. No.	Position	Nos.
1	Communication Specialist	1
2	Script Writer	1
3	AV Expert	1
4	Animation Expert	1
5	Language Expert	1

Personnel Qualifications: Complete CV with details of education, experience and language

skills must be shared for the following personnel. The agency may propose additional positions and/or deploy additional staff in the proposed positions. The key positions and their required qualifications are as follows:

Sl. No.	Position	Qualifications and Experience
1	Communication Specialist	<ul style="list-style-type: none"> MBA / PG degree in Journalism, Mass Communications, Social Science, Sociology, Management or Public Administration from any recognized University/Govt. approved institution. Seven (7) years of work experience in preparing and implementing strategic communication and media campaigns
3	Script Writer	<ul style="list-style-type: none"> Graduate in any stream 5 Years' experience in script writing for street plays, puppet shows, TV serials, mobile theatres etc
4	AV Expert	<ul style="list-style-type: none"> Graduate/Post Graduate Degree in Mass Communication/ Media Studies / Film Production or related fields from any recognized university/Govt. approved institution. Minimum 5 years' experience in the production of Audio Visuals
5	Animation Expert	<ul style="list-style-type: none"> Graduate degree in any stream Diploma in 2D/3D animation 5 years' experience in production of animation and film making
6	Language Expert	<ul style="list-style-type: none"> Graduate/Post Graduate Degree in any stream 5 years' experience in working as editor for movies, television serials, documentaries etc

5. MINIMUM ELIGIBILITY CRITERIA

The agencies submitting their proposals must meet the following minimum eligibility criteria for submission:

- The bidder must be a registered company/ firm registered as per Indian Law with a registered office in Assam.
- The bidder must be in possession of a valid PAN, GSTIN Registration Certificate.
- The entity must have a minimum of 5(five) years of experience in similar nature of work viz. Production of Television AVs / Documentaries / Quickies / TV Spots/radio Spots/Documentation of Programs/Photography/Arrangement of AVs, etc. for any state governments /PSU/Central Governments etc.
- The bidder must have executed a minimum of 5 (five) similar assignments on Production of Television AVs / Documentaries / Quickies / TV Spots/ radio Spots/Documentation of Programs/Photography/Arrangement of AVs, etc. for any state governments /PSU/Central Governments etc. (Furnish proper supporting documents).

- The bidder must have executed a minimum of 1 (one) similar assignment on Production of Television AVs / Documentaries / Quickies / TV Spots/ radio Spots/Documentation of Programs/Photography/Arrangement of AVs, etc. for Panchayat & Rural Development Department (Furnish proper supporting documents).
- The bidder must have completed a minimum of 02 (two) work orders (single work order) for Production of Television AVs / Documentaries / Quickies / TV Spots/ radio Spots/Documentation of Programs/Photography/Arrangement of AVs, etc. amounting to a minimum of **Rs 10 Lakhs** each for any State governments/PSU/Central Governments in last 05 (five) financial years including FY 2020-21.
- The bidder must have executed similar assignments with cumulative Work Order Value of **Rs. 100.00 Lakhs** or more in the last 05 (five) financial years, including FY 2024- 25.
- The bidder must have adequate and skilled manpower to execute the requirements as specified in the RFP. (Manpower details to be submitted per requirements of the Bid).
- The bidder must have a minimum average annual turnover of **Rs. 0.50 Crore** over the last three financial years i.e. 2021-22, 2022-23 and 2023-24. Copy of CA Certificate with UDIN needs to be furnished.
- The Bidder should not have been blacklisted by any government departments/agency/ Ministries or PSUs in the last three financial years i.e. 2021-22, 2022-23 and 2023-24. Also, as of date, the bidder should not have any pending case/litigation/arbitration in any State/Central Government Department or Agency/PSU and no such matter should be in sub-judicial stage or else the same shall invite disqualification of the bidder. Notarized Affidavit with respect to the same needs to be furnished along with this bid. The applicant shall also be not blacklisted at the time of applying the tender
- Even if an applicant satisfies the above-noted requirements, it is liable to be disqualified if it is found to have:
 - a. Made a false representation in the form, statement and attachments required in the documents for this empanelment;
 - b. A record of poor performance such as abandoning work, not properly completing contract, financial failures or delayed completion;
 - c. Been convicted by any court of law.
 - d. Been blacklisted by any Government departments/ agencies/ ministries or PSU.
 - e. Submitted hard copy of Financial Bid.

6. AMENDMENT OF RFQ DOCUMENTS

- a. Before the deadline for submission of Bids CPRD, Assam may modify the RFQ documents by issuing addendum.
- b. Any addendum thus issued shall be part of the RFQ documents and shall be communicated through e-procurement website (www.assamtenders.gov.in).
- c. To give prospective Bidders reasonable time in which to take an addendum into account in preparing their Bids, the CPRD, Assam shall extend as necessary the deadline for submission of

Bids.

7. COST OF QUOTATION

The Bidder shall bear all costs associated with the preparation and submission of its Quotation, and the bid inviting authority shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

8. LANGUAGE OF QUOTATION

The Quotation, as well as all the correspondences and documents relating to the Quotation exchanged by the Bidder and the bid inviting authority, shall be written in the English language. Supporting documents and printed literature that are part of the Quotation may be in another language provided they are accompanied by an accurate translation of the relevant passages in the English language, in which case, for purposes of interpretation of the Quotation, such translation shall govern.

9. PREPARATION OF RFQ DOCUMENTS

The Bids comprise the Key Technical Submissions and shall contain the documents as follows-

A. Key Technical Submissions: The Bidder would provide all the information as per below. CPRD, Assam would evaluate only those Proposals that are received in the required format and are complete in all respects.

B. Key Submissions:

Documents to be submitted are as follows -

- a) Covering letter as per Form Tech1.
- b) Bid Processing Fee & EMD.
- c) Details of the Bidder as per Form Tech 2.
- d) Annexure 1 through 4
- e) Self attested copies of
 - Certificate of Incorporation / Registration
 - PAN
 - GSTIN with GST paid certificate
 - Trade License
 - MSME (if applicable)
- f) Copy of CA certified Turnover Certificate with UDIN for the last **financial three years** i.e. 2021-22, 2022-23 and 2023-24
- g) Necessary Experience Certificate as per afore-mentioned clauses.
- h) Agency Credentials
- i) Presentation
- j) Self attested copy of complete RFQ Document
- k) All documents submitted by bidder must bear the sign & seal of the Authorized Signatory of the bidder.

- 1) And any other materials required to be completed and submitted by the Bidders are in accordance with these instructions.

All the documents must be properly filled up and self-attested and the same should be uploaded in the Technical Bid to be uploaded by the bidder. A set of the uploaded document along with the Original hard copy of the Bid Security, if in the form of Bank Gaurantee, should be submitted in hard form to the Office of the Commissioner Oanchayat and Rural Development, Assam on or before the closing date of bid submission.

10. **ALTERNATIVE QUOTATIONS**

Alternative Quotations shall not be considered.

11. **QUOTATION PRICES AND DISCOUNTS**

- a. The prices and discounts quoted by the Bidder in the Rate Schedule shall conform to the requirements specified below.
- b. The bidders have to quote for all the items mentioned in the quotation, otherwise, there offer shall be disqualified. The quotation must be duly signed on each page by the authorized person of the bidder.
- c. Unconditional discounts, if any, and the methodology for their application shall be quoted in the Rate Schedules.
- d. The prices quoted by the Bidder shall be fixed and shall not be changed for the entire duration of the empanelment.
- e. All duties, taxes, and other levies, except Goods and Services Tax, payable by the Bidder under the Contract shall be included in the rates in Rate Schedule submitted by the Bidder.

Tie Bidders:

If two or more bidders are ranked in the same position as per the evaluation criteria of this RFQ then the ranking/position of the bidders shall be determined as per their average annual turnover for the last 03 (three) financial years i.e. 2021-22, 2022-23 & 2023-24 The bidder having highest average annual turnover shall be ranked higher in comparison to the other tied bidders.

This methodology shall be used in every scenario for tie-breaking purposes.

Abnormally Low and High Rates:

During the Financial Evaluation of the item-wise rates quoted by the bidders, unjustified variations if found, will invite either disqualification or negotiation.

If the obtained lowest rates are found to be abnormally high, the Department will invite the

concerned bidders for negotiations and the Department will accept only those negotiated rate which seems to be justified. In this regard, approved rates of other line Departments/DIPR of Government of Assam / Government of India may be taken into consideration. If the bidder fails to justify/comes in mutual agreement during the invitation for negotiation, the Department will reject such bids.

If the obtained lowest rates are found to be abnormally low, the Department will place such rates before the duly constituted financial evaluation committee of the bid inviting authority. After examination as per the resolution of the committee the bidder may be asked to justify their quoted rates or such rates may be rejected directly.

The decision of the committee in this regard shall be final and conclusive. No claims whatsoever will be entertained in this regard.

12. CURRENCY OF QUOTATION AND PAYMENT

The currency of the Quotation and payment shall be Indian Rupees.

13. FORMAT AND SIGNING OF QUOTATION

- a. The Quotation shall be typed or written in indelible ink and shall be signed by duly authorized to sign on behalf of the Bidder. This authorization shall consist confirmation and shall be attached to the Quotation. The name and position held by each person signing the authorization must be typed or printed below the signature. All pages of the Quotation, except for un amended printed literature, shall be signed or initialled by the person signing the Quotation.
- b. Any amendments such as interlineations, erasures, or overwriting shall be valid only if they are signed or initialled by the person signing the Quotation.

14. SUBMISSION OF BIDS

- a. The original Technical shall contain no interlineations or overwriting, except as necessary to correct errors made by the Bidder themselves. The person who signed the proposal must initial such corrections.
- b. An authorized representative of the Bidder shall initial all pages of the Technical Proposals in the RFQ document.
- c. The RFQ document shall be placed in a sealed envelope clearly marked **“Empanelment of Agencies for Audio Visual & Documentation under Commissionerate of Panchayat and Rural Development, Assam”**. This outer envelope shall bear the submission address, reference number be clearly marked **“DO NOT OPEN, BEFORE (date).....”**. The Employer shall not be responsible for misplacement, losing or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may be the case for Proposal rejection.
- d. The Proposals must be sent to the address/addresses indicated in the RFQ and received by the Employer no later than the time and the date indicated in the RFQ, or any extension to this date as per clause 9. Any proposal received by the Employer after the deadline for submission shall be returned unopened.

15. MODIFICATION OF BIDS

Once the Bid is submitted the bidders are not allowed to modify any parts of the RFQ.

16. CONDITIONAL BIDS

Conditional bids will be rejected.

17. REQUEST FOR QUOTATION (RFQ) OPENING

The Commissioner of Panchayat and Rural Development, Assam shall open the RFQ (Financial Proposal) document for those Bids that are found to be responsive and technically qualified and undertake financial evaluation to determine the successful Bidders to be empaneled. The Commissioner of Panchayat and Rural Development shall intimate the date and time of the Financial bid opening to the responsive and technically qualified bidders. Should Bidder or his authorized representatives wish to attend the opening of Financial Proposal, they may visit office of The Commissioner of Panchayat and Rural Development, Assam on the date and time stipulated for the opening of Financial Proposal.

18. CONFIDENTIALITY

Information relating to the examination, clarification, evaluation, and comparison of RFQs and recommendations for the award of a contract shall not be disclosed to Bidders or any other persons not officially concerned with such process until the award to the successful Bidder has been announced. Any effort by a Bidder to influence the Commissioner of Panchayat and Rural Development, Assam's processing of RFQs or award decisions may result in the rejection of his/her Bid.

19. CLARIFICATIONS

- a. The Commissioner of Panchayat and Rural Development, Assam would open the RFQ document on the date mentioned in the time schedule. The Commissioner of Panchayat and Rural Development, Assam will open the RFQ document of all the Bidders received in the presence of the Bidders or their representatives who choose to attend on the date and place specified in the Schedule of Bidding process.
- b. The Commissioner of Panchayat and Rural Development, Assam reserves the right to reject any Bid which does not contain the information/documents as set out in this RFQ document.
- c. To facilitate evaluation of Bids, The Commissioner of Panchayat and Rural Development, Assam may, at its sole discretion, seek clarifications in writing from any Bidder.

20. EVALUATION PROCESS

All bids will be evaluated through Quality and Cost Based Selection (QCBS) procedure as per the following criteria:

- a. The Commissioner of Panchayat and Rural Development, Assam shall open the Key Technical submissions of all Proposals and evaluate for technical responsiveness. Only those bids that are found to be technically responsive will be further evaluated to determine the short-listed bidders.
- b. As part of the evaluation process, the proposals shall be checked for responsiveness with the

requirements of the RFQ document and only the short-listed bidders would be invited to make a presentation to CPRD, Assam on their proposals.

c. The technical proposals would then finally be evaluated as per the evaluation matrix

d. **Technical Bid Score:**

Technical evaluation that will be carried out prior to opening of the Financial Bid. Result of the Technical evaluation shall be published in the same web site www.assamtenders.gov.in.

Financial Bid of the technically Responsive Bidders shall be opened in the office of the Inviting Authority on a date mentioned in such publication, in presence of the technically qualified bidder or their authorized representative who like to be present.

Technical Mark (MT) will be given on the basis of the evaluation of the Technical Bid and based on the presentation delivered by the eligible bidder as per the Technical Evaluation Scoring Criteria.

e. **Financial Bid Score:**

For Financial evaluation of the Quotation, auto auto-generated Comparative Statement in the website www.assamtenders.gov.in based on the price quoted by different technically responsive Bidders in the Financial Bid shall in general be followed. But, in the event of any technical problem in software, the manually prepared Comparative Statement shall be applicable in order to finalize the Bid.

Note - For the purpose of evaluation of financial bids, the total price derived by summation of unit price of all the items in the Bill of Quantities (BoQ) shall be considered. However, all the empanelled bidders will have to execute the contract at the individual L1 rates of the items only irrespective of their quoted/offered rates.

The Lowest financial bid will be allotted a financial mark (FMIN). The financial marks (MF) of other Bidder(s) will be computed by measuring the respective financial bids against the lowest financial bid.

$$MF = FMIN / FBIDDER \times 100$$

f. **Combined Total Score**

The composite mark (MC) is a weighted average of the Technical and Financial Marks. The ratio of Technical and Financial mark is 70:30 respectively. The Composite Mark will be derived using the following formula:

$$\text{Composite Mark (Mc)} = 0.7 \times M_T + 0.3 \times M_F$$

Thus, the composite mark shall be out of a maximum of 100 marks. The responsive Bidder(s) will be ranked in descending order according to the composite marks, which is calculated based on the above formula.

During the evaluation of Rate Schedules, where there is a discrepancy between unit rates in figures and in words, the rates in words will govern and the Employer shall correct the same accordingly.

Here, **Mc** = Composite/Total Marks secured/obtained by the Bidder in this RFQ.

MT = Technical Marks secured/obtained by the Bidder in this RFQ.

MF = Financial Marks secured/obtained by the Bidder in this RFQ.

FMIN = Lowest (L-1) Financial Bid among the technically qualified bidders.

FBIDDER = Financial Bid of the bidder under consideration

Example – For the purpose of clarity in the Quality and Cost Based Selection (QCBS) Criteria for evaluation the following example is considered.

Suppose 04 (four) nos. of bidder has participated in the RFQ and the technical marks secured/obtained by the bidder as per the evaluation matrix provided in this RFQ is as follows

–

Name of the Bidder	Technical Marks (MT) Obtained
Bidder 1	95
Bidder 2	89
Bidder 3	97
Bidder 4	82

As such Financial Bids of the bidders were opened and the rates quoted by the same are as follows –

Name of the Bidder	Financial Rates
Bidder 1	Rs 100
Bidder 2	Rs 95
Bidder 3	Rs 78
Bidder 4	Rs 88

From the above it is seen that Bidder 3 has secured the L1 position and therefore has

secured 100 financial marks for this RFQ. Therefore, Financial Marks obtained by other bidders as per the following formulas are as follows -

$$MF = FMIN / FBIDDER \times 100$$

$$\text{Bidder 1} = 78 / 100 \times 100 = 78 \text{ Marks}$$

$$\text{Bidder 2} = 78 / 95 \times 100 = 82.11 \text{ Marks}$$

$$\text{Bidder 4} = 78/88 \times 100 = 88.64 \text{ Marks Financial}$$

Marks of the Bidders are as follows –

Name of the Bidder	Financial Marks (MF) Obtained
Bidder 1	78

Bidder 2	82.11
Bidder 3	100
Bidder 4	88.64

The total / composite marks obtained by the bidders as per the following formula are as follows

$$\text{Composite Mark (MC)} = 0.7 \times \text{MT} + 0.3 \times \text{MF}$$

Bidder 1, Composite Mark (MC) = $0.7 \times 95 + 0.3 \times 78 = 89.90$

Bidder 2, Composite Mark (MC) = $0.7 \times 89 + 0.3 \times 82.11 = 86.933$

Bidder 3, Composite Mark (MC) = $0.7 \times 97 + 0.3 \times 100 = 97.90$

Bidder 4, Composite Mark (MC) = $0.7 \times 82 + 0.3 \times 88.64 = 83.992$

Name of the Bidder	Composite Mark (MC) Obtained	Ranking
Bidder 1	89.90	H2
Bidder 2	86.933	H3
Bidder 3	97.90	H1
Bidder 4	83.992	H4

g. Method of Selection

- i. The bidders scoring the top 5 (Five) combined scores (Mc) would then be invited for empanelment of Agencies for Audio Visual & Documentation under The Commissionerate of Panchayat and Rural Development, Assam as per the individual items L1 rates quoted by the technically qualified bidders. In case, any bidder refuses to accept the individual L1 rates, then the next ranked qualified bidder may be invited for negotiation and empanelment.
- ii. The Commissioner of Panchayat and Rural Development reserves the right to increase the number of empanelled agencies in case of requirement/ need at its discretion.
- iii. The CPRD reserves the right for allotment of work depending on the performance, delivery of service, etc. No claim in this regard shall be entertained. The performance of the agency in executing similar work shall also be considered while assigning new jobs and the best performing agency shall be allotted more quantum of work irrespective of their financial position.

h. (i). Technical Evaluation Matrix

Evaluation Criteria	Max. Marks	Supporting Documents
Profile and Track Record including strength and credential of the Agency	5	
Own Studio of the Agency Technical Equipment (Type of equipment, Camera, sound system etc.)	5	
Key Professionals: Qualification & competency for the assignment / job - 5 marks	10	
Quality of language and flow of script on themes, Concept analysis, innovative ideas and quality of sample Quicky submitted based on the themes --a)An AV on Awaas	16	Scripts of both topics.

Plus Survet 2024 (60 Sec) (b) Jingle on Old Age pension scheme being implemented under Panchayat & Rural Development Department (30 sec).		(A pen drive with the hard copy)
Experience of executing works of similar nature. Upto 10 Lakhs – 2 marks per work order (Maximum 12 orders) 10 Lakhs to 25 Lakhs - 4 marks per work order (Maximum 6 orders) 25 Lakhs to 50 Lakhs – 6 marks per work order (Maximum 4 orders) Above 50 Lakhs – 8 marks per work order (Maximum orders)	24	Copy of Work Order / Contract Agreement/ Completion Certificate
The applicant must have a minimum average annual turnover of Rs. 0.50 Crore over the last three years (i.e. 2021-22, 2022-23 and 2023-24). (a) Rs. 0.50 Crore to Rs.1 Crore–5 Marks (b) Rs. 1Crore and above – 10 Marks	10	CA Turnover Certificate with UDIN
Working experience with Government Department / Public Sector Undertakings etc. (a) Working experience with 5 Organisations during last 5 years- 5 marks (b) Working experience with 5 to 10 Organisations during last 5 years- 7 marks ©Working experience with more than 10 Organisations during last 5 years- 10 marks	10	Copy of Work Order / Contract Agreement/ Completion Certificate
Presentation <ul style="list-style-type: none">Presentation detailing the proposed Information, Education & Communication (IEC) Strategy, Production of Television AVs /Documentaries / Quickies / TV Spots/ radio Spots etc including approach, methodology and work plan for CPRD, Assam on the basis of the current CPRD objectivesPrevious works: Achievements & Campaigns executed for clients:Sample of Creatives audio visuals etc.	20	
TOTAL	100	

(ii). Qualifications and competency of each of the key professional as per above will be evaluated separately. The marks for key professionals will be further divided as under:

Sl. No.	Position	Marks
1	Communication Specialist	3
3	Script Writer	2
4	AV Expert	2
5	Animation Expert	2
6	Language Expert	1

For evaluation of each of the key professionals the following sub-criteria shall be followed

A	Educational qualifications	20%
B	Adequacy for the assignment / job (Experience in carrying out similar assignment/job)	70%
C	Experience in the Region	10%

Note – All documentary evidence with respect to experience should be for departments/autonomous institutions/universities/public sector undertakings of the Government of India or Government of Assam or any other State Government or Public Sector Banks or Local

Bodies/Municipalities. Experience in private sector shall not be considered.

21. **SIGNING OF CONTRACT AGREEMENT**

The Empanelled agencies will be required to enter into and execute a contract agreement with the bid inviting authority. The bid documents, corrigendum issued if any, letter of acceptance and empanelment notice shall form part of the contract agreement.

22. **FORCE MAJEURE**

- A. "Force Majeure"** means an exceptional event or circumstance; which is beyond a Party's control; which such Party could not reasonably have provided against before entering into the Contract; which, having arisen, such Party could not reasonably have avoided or overcome; and, which is not substantially attributable to the other Party. "Party" means the Employer or the Contractor, as the context requires.
- B.** Force Majeure may include, but is not limited to, exceptional events or circumstances of the kind listed below, so long as conditions (a) to (d) above are satisfied:
- (a) war, hostilities (whether war be declared or not), invasion, act of foreign enemies;
 - (b) rebellion, terrorism, sabotage by persons other than the Contractor's Personnel, revolution, insurrection, military or usurped power, or civil war;
 - (c) riot, commotion, disorder, strike or lockout by persons other than the Contractor's Personnel;
 - (d) munitions of war, explosive materials, ionising radiation or contain radio-activity, except as may be attributable to the Contractor's use munitions, explosives, radiation or radio-activity; and
 - (e) natural catastrophes such as earthquake, hurricane, typhoon or volcanic activity.
- C.** If a Party is or will be prevented from performing its substantial obligations under the Contract by Force Majeure, then it shall give notice to the other Party of the event or circumstances constituting the Force Majeure and shall specify the obligations, the performance of which is or will be prevented. The notice shall be given within 14 days after the Party became aware, or should have become aware, of the relevant event or circumstance constituting Force Majeure.
- D.** The Party shall, having given notice, be excused performance of its obligations for so long as such Force Majeure prevents it from performing them.
- E.** Notwithstanding any other provision of this Section, Force Majeure shall not apply to obligations of either Party to make payments to the other Party under the Contract.
- F.** If a Force Majeure situation arises, the Agency shall promptly notify the Employer in writing for such conditions and the cause thereof. Unless otherwise directed by the Employer in writing, the Contractor shall continue to perform its obligations under the Contract as far as reasonably practical and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. The Employer may terminate the contract, by giving a written notice of 15 days to the agency, if as a result of Force Majeure, the Contractor being unable to perform a material portion of the services for a period of more than 30 days.

- G. Notwithstanding the provisions of the Quotation, the Agency shall not be liable for forfeiture of its performance guarantee, liquidated damages or termination for default, to the extent that, it's delay in performance or other failure to perform its obligations under the contract is the result of an event of Force Majeure.

23. PROCEDURE FOR DISPUTE

- A. An Adjudicator shall be appointed jointly by the Employer and the Contractor, at the time mutually agreed.
- B. Should the Adjudicator resign or die, or should the Employer and the Contractor agree that the Adjudicator is not functioning in accordance with the provisions of the Contract, a new Adjudicator shall be jointly appointed by the Employer and the Contractor. In case of disagreement between the Employer and the Contractor, within 30 days, the Adjudicator shall be designated by a mutually agreed Appointing Authority at the request of either party.
- C. If the Contractor believes that a decision taken by the Employer was either outside the authority the Employer or that the decision was wrongly taken, the decision shall be referred to the Adjudicator within 14 days of the notification of the Employer's decision.
- D. The Adjudicator shall give a decision in writing within 28 days of receipt of a notification of a dispute.
- E. The Adjudicator shall be paid by the hour at the rate of INR1,000.00, together with reimbursable expenses for travel, and the cost shall be divided equally between the Employer and the Contractor, whatever decision is reached by the Adjudicator. Either party may refer a decision of the Adjudicator to an Arbitrator within 28 days of the Adjudicator's written decision. If neither party refers the dispute to arbitration within the above 28 days, the Adjudicator's decision shall be final and binding.
- F. The arbitration shall be conducted in accordance with the Indian Arbitration and Conciliation Act, 1996, or any statutory modification or enactment thereof. The place of arbitration shall be Guwahati, Assam.

24. JURISDICTION OF COURT

The courts of Guwahati shall have the exclusive jurisdiction to settle all disputes, if any, arising out of this agreement between the parties.

E-signed

**Commissioner, Panchayat and Rural Development
Assam, Panjabari, Guwahati-37**

ANNEXURE – I

Bill Of Quantity
(Reference only, not to be Submitted with Technical Bid)

{Bidders have to quote online (only) for all items in the BoQ}

SN	Component	Unit	Qty
1.	Content Creative with good quality Audio-Visual and language adaptation (translation & Dubbing) - up to 10 seconds	Per Creative	01
2.	Content Creative with good quality Audio-Visual and language adaptation (translation & Dubbing) – 11 to 20 seconds	Per Creative	01
3.	Content Creative with good quality Audio-Visual and language adaptation (translation & Dubbing) – 21 to 30 Seconds	Per Creative	01
4.	Content Creative with good quality Audio-Visual and language adaptation (translation & Dubbing) - 31 to 60 Seconds	Per Creative	01
5.	Content Creative with good quality Audio-Visual and language adaptation (translation & Dubbing) –61 Seconds to 120 Seconds	Per Creative	01
6.	Content Creative with good quality Audio-Visual and language adaptation (translation & Dubbing) – 2 Minutes to 5 Minutes	Per Creative	01
7.	Content Creative with good quality Audio-Visual and language adaptation (translation & Dubbing) - 5 Minutes to 10 Minutes	Per Creative	01
8.	Content Creative with good quality Audio-Visual and language adaptation (translation & Dubbing) - 10 Minutes to 15 Minutes	Per Creative	01
9.	Content Creative with good quality Audio-Visual and language adaptation (translation & Dubbing) - 15 Minutes and Above	Per Creative	01
10.	Song Creation with lyrics, singing, recording	Per min	01
11.	Audio Creatives including content, dubbing, recording (Up to 15 secs)	Per Creative	01
12.	Audio Creatives including content, dubbing, recording (16 to 30 secs)	Per Creative	01
13.	Audio Creatives including content, dubbing, recording (above 30 secs)	Per Creative	01
14.	AV Documentation- Full HD. Edited version with Research, Script, Montage, Graphics, Voice over, music etc.	Per 15 mins	01
15.	Photography- Full Day Coverage of the event with Full HD Professional Camera, Soft Copies of the Pictures to be submitted in a Pendrive. Selected 50 pictures to be published and submitted in the Photo album (Poster card size)	Per day	01
16.	Videography- Full Day Coverage of the event with Full HD Professional Camera, Soft Copies of the Videos	Per day	01
17.	Concept, Scripting, Design in Assamese, Bengali, Bodo, English	Per Ticker	01

	and Hindi of Tickers		
18.	Concept, Scripting, Design in Assamese, Bengali, Bodo, English and Hindi of TVC - L Band	Per TVC - L Band	01
19.	Concept, Scripting, Design in Assamese, Bengali, Bodo, English and Hindi of TVC - Aston Band Per TVC - Aston Band per Language	TVC - Aston Band	01

- The rates should not be provided as a percentage figure, instead it is to be provided in absolute Indian Rupees only.
- The rate quoted will be reasonable and valid for the period of contract from the date of opening of financial bid.
- Quoted rates are at par with the prevailing market rates and not more than the price usually charged for services of the same nature/class or description from any private purchaser either foreign or as well as Government purchaser.
- In respect of indigenous items for which there is a controlled price fixed by law, the price quoted is not higher than the controlled price.
- Services to be provided shall be of requisite specification and quality.

BIDDING FORMATS (TECHNICAL& ANNEXURES)**Annexure - II****Letter of Undertaking****(ON THE LETTER HEAD OF THE BIDDER)****To,****Date:_____****The Commissionerate of Panchayat and
Rural Development, Assam****Panjabari, Guwahati-37****Sub : Empanelment of Agencies for Audio Visual & Documentation under
Commissionerate of Panchayat and Rural Development, Assam****Ref : RFQ No. 588254/DFA/1294763**

Dear Sir,

With reference to the above, I/We would like to inform you that having examined the RFQ Document and application form including guidelines for submission, scope of work etc., we hereby submit all the necessary information and relevant documents for our selection/empanelment.

We understand that **Commissioner of Panchayat and Rural Development, Assam** reserves the right to reject any application without assigning any reason thereof. We confirm that our Proposal is valid for a period of 120 days from [insert Proposal Due Date]

Yours Faithfully,

(Signature of the Authorized Person)

Date:

Seal:

Annexure - III**Details of the Bidder***(On the Letter head of the Bidder)*

Name of the Agency/organization/Firm (In full in BLOCK LETTERS)	:	
Address	:	
Telephone no	:	
E-mail address	:	
Year of establishment	:	
Place of Business	:	
Contact Person with Contact Details:	:	
PAN Number and GST Number	:	
Experience in Similar Assignment: Number of years Total assignments	:	
Notarized Affidavit for Non- Blacklisting by State/UT/Central Govt./PSU	:	Attached / Not Attached

(Signature of the Authorized Person)

Date:

Seal:

Annexure - IV

Proforma For Infrastructure availability with the bidder For
: Empanelment of Agencies for Audio Visual & Documentation under Commissionerate of Panchayat and Rural Development, Assam

IT Infrastructure to be used by bidder.

Hardware / Machine

SN	Configuration
1.	
2.	
3.	
4.	

Software / Tools

SN	Software Details
1.	
2.	
3.	
4.	

Annexure - V**Representative Authorization Letter**

Ref. No. _____

Date:_____

To

Dear Sir,

Ms. /Mr. _____ is hereby authorized to sign relevant documents on behalf of our organization for the RFQ for **Empanelment of Agencies for Audio Visual & Documentation under Commissionerate of Panchayat and Rural Development, Assam**". She/ He is also authorized to attend meetings & submit financial information as may be required by you in the course of processing above said RFQ.

Thanking you,

Authorized Signatory

Representative Signature

Company Seal

Annexure - VI**Notarized Affidavit for Non-Blacklisting**
(On the Letterhead of the Bidder)

To

**The Commissioner of Panchayat and Rural
Development, Assam
Panjabari, Guwahati-37**

Sir,

In response to the RFQ reference no..... dated..... for "Empanelment of Agencies for Audio Visual & Documentation under Commissionerate of Panchayat and Rural Development, Assam", I/We hereby declare that our agency has never been black listed either indefinitely or for a particular period of time by any State/Central Government Department or Agency/PSU. I/We also declare that as on date we do not have any pending case/litigation/arbitration in any State/Central Government Department or Agency/PSU and no such matter is in sub-judicial stage.

I/ We also declare that we fully understand that if this declaration is found to be incorrect then my/our bid may be summarily rejected without prejudice.

Thanking You

Name of the Bidder
(Signature of Authorized Person)

Date:

Seal:

Annexure - VII**CERTIFIED TURNOVER CERTIFICATE***(On the Letterhead of the Bidder)*

Name of Organization:		
Annual turnover for last three Financial Years 2021-22, 2022-23 and 2023-24		
Sl. No.	Financial Year	Turnover in INR Lakhs
1	FY 2021-22	
2	FY 2022-23	
3	FY 2023-24	
4	Average Annual Turnover for above three Financial Years	

*** Copies of CA Certified Turnover Certificate mentioning Net Worth to be attached herewith.**

(Signature of the Authorized Person)

Date:

Seal:

Annexure - VIII

DETAILS OF ASSIGNMENTS
(On the Letterhead of the Bidder)

Sl. No	Client Name and address	Assignment Details and Year of Assignment	Value of Assignment (Rs. In Lakh)

* Copies of minimum 05 (five) nos. of self-attested Work Orders / Completion Certificates to be attached for each type of assignment.

(Signature of Authorized Person)

Date

Seal:

Annexure - IX**Firm Strength
(On Bidder's letter head)****Subject: Firm Strength**

To

Respected Sir,

This is to certify that <<Company Name>> have minimum 10 professionals on its rolls as on 29th February 2025. The bidder is having the necessary experience and expertise to handle this project and shall not outsource this project to a third party.

Name of the Bidder: -

Authorized Signatory: -

Seal of the Organization: -

Date:

Seal:

Annexure - X**DETAILS OF KEY EXPERTS AND OTHER STAFF WITH TASKASSIGNMENT/JOBS***(On the Letterhead of the Bidder)*

SI No	Key Expert	Name of the Expert	Relevant Experience	Highest Qualification
1	Communication Specialist			
3	Script Writer			
4	AV Expert			
5	Animation Expert			
6	Language Expert			

(Signature of Authorized Person)

Date:

Seal:

Annexure - XI

**Requirements and Compliance Sheet for Empanelment of Agencies for Audio Visual & Documentation
under Commissionerate of Panchayat and Rural Development, Assam
(Signature, seal and date on each page may be affixed)**

SN	Eligibility Criteria	Documents Required to be Submitted in RFQ	Provide Compliance details Yes/No	Ref Page No inRFQ
1.	The Applicant must be a Proprietorship Concern/Company registered under Indian Company Act, 1956/Firm registered under the partnership Act 1932/Society registered under Societies Act, 1860/Autonomous bodies or any other venture not covered above.	Copy of Certificate Incorporation		
2.	The bidder should have valid registration with appropriate statutory authorities as required under law. A copy of all such registrations such as MOA, PAN and GST Tax, etc. must be enclosed.	Copy of PAN, TAN, GST Registration Certificate, Trade License etc.		
4.	The bidder must have its own Setup in Assam which should be operational from at least 5 years.	Copy of Registration Certificate / Agreement etc.		
5.	The bidder should have completed and deployed 5 similar projects in any Govt. Sector/ PSUs/ Autonomous Bodies of Government of India. The value of work order for each project should be equal or more than Rupees 10 Lakhs (INR). The assignments completed for private customers will not be considered.	The satisfactory completion certificate against the successful implementation of project should be submitted as on 31-March-2024		
6.	The Bidder should have an average annual turnover of at least Rs. 0.50 Cr. (Rupees Forty Lakhs Only) in similar services during each of the three financial years (2021-22, 2022-23 and 2023-24). The Balance Sheet of the company for the last three years should be positive.	<ul style="list-style-type: none"> • Extracts from the audited Balance Sheet • Profit & Loss Statement • CA Certificate from the statutory auditor with UDIN 		
8.	The bidder should possess the essential infrastructure, facilities and technical expertise .	The bidder has to give an undertaking on its letter head having the necessary experience and expertise to handle this project and shall not outsource any part of this project to a third		

		party.		
9.	The firms having black-listed/ debarred in participating in any procurement activities by any State or Central Government or any other govt. organization in India are not allowed to bid.	Undertaking is to be submitted by the bidder on Non-Judicial Stamp Paper of Rs. 100/- duly attested by the Notary Public that the agency has not been blacklisted / debarred from participating in tender/bids/RFQ by any State or Central Govt. organization in India as per Annexure-VI		
10.	Cost of RFQ Document Rs.2000	Online Payment Receipt		
11.	EMD of Rs 1,00,000/-	Online Payment Receipt		
14.	Letter of Undertaking as per Annexure-II			
15.	Firm Strength as per Annexure-IX			
16.	Financial Bid as per Annexure-I			
17.	Proforma For Hardware and Software availability with the bidder as per Annexure-IV			
18.	Representative Authorization Letter as per Annexure-V			
20.	CV of professionals to be deployed for the project as per Annexure-X			

Annexure - XII**PRE-BID QUERIES FORMAT**

Name of the Company/Firm:

Address of the Company/Firm:

Name of Person(s) Representing the Company/ Firm:

Name of Contact Person(s)	Designation	Email-ID(s)	Tel. Nos., Mobile Number & Fax Nos.

Query / Clarification Sought:

SN	RFQ Page No.	Query/ Suggestion/Clarification

Note: - Queries must be strictly submitted only in the prescribed format (.XLS/ .XLSX/ .ODF). Queries not submitted in the prescribed format will not be considered/ responded at all by the Purchaser.

Annexure - XIII

Format for Samples of Script and Quickies to be enclosed

Sl. No.	Enclosed Script and sample Audio-Visual/Radio Jingle in Assamese language	Details of Technical specification including type of camera & other technical equipment including sound system to be used for production of Quicky	Details of Editing and Production Team
1.	Audio-Visual-60 second Theme- Awaas Plus Survey 2024		
2.	Radio Jingle-30 second Theme- Old Age pension scheme being implemented under P&RD deptt.		

Signature of the authorized signatory of the Firm
with Official seal/stamp/Date