

OFFICE OF THE PROJECT DIRECTOR
LADAKH RENEWABLE ENERGY DEVELOPMENT AGENCY
LREDA-LAHDC, LEH

No.....
Dated.....

TENDER FORM

Sealed tenders are hereby invited from eligible Documentary/Film Makers who have required qualification expertise of making Documentary Film which is required to cover various activities of LREDA in Leh District of Jammu & Kashmir.

Name and Address of Tenderer

Registration No. of Firm

EMD RS. 10,000/- DD.NO Date

Name of Bank Amount

Last Date and time for accepting the Tender – **07 May, 2013 at 1 P.M**
Date for opening of tender – **07 May, 2013 at 2 PM.**

S.No.	Name of Item	Quantity	Rate
1.	Documentary Films – 50-52 minutes as per the detailed mentioned at Annexure –I Time for completion of work Within 1 year from the date of issue of work order	One	

DECLARATION

I/We hereby agree to make the Documentary film as detailed above at the rates mentioned above. I have read the tenders conditions carefully.
If this tender accepted I/We agree to the forfeited of my/our earnest money of Rs. 10,000 /- in the event of my/our failure to execute the above said work when called upon to do so by the Institute.

Signature of the tenderer.....

Term & Conditions for Tender:

Tender will be opened in the presence of authorized representative of bidders, if they present themselves. Each of these instructions must be carefully read and followed strictly; failure in complying with any of these would render your offer for rejection.

1. The offer should be in sealed envelope and preferably sent by Registered Post/ Speed post. Intending bidders are advised to post their offers well in time so as to reach us before bid due date and time. Offers sent through courier / by hand shall not be accepted if presented after the due date and time for submission of bids. The offer would be in two sealed envelopes comprising technical bid including earnest money deposit and financial bid. These should be sealed and super scribed as “Technical Bid for Documentary Film “Financial Bid for Documentary Film”. The two envelopes should be put in another envelope and sealed and sent to **Deputy Commissioner/Chief Executive Officer, LAHDC , Leh Ladakh, 194101 J&K** as indicated in the para before. The eligibility terms are given below:

- 1.1 The Tenderer should be a professionally qualified Documentary Producer and should have experience of at least five years in the field. Necessary documentation in support should be included in the technical bid.
- 1.2 The Tenderer should have proven experience in working with latest film technology. Necessary documentation in support should be included in the technical bid.
2. Offer must be preferably typed and submitted in duplicate.
3. The enquiry No., Bid due date and details of earnest money deposited (EMD) should be super scribed on the envelope, failing which the offer may be rejected. The covering area of the documentary film is as per Annexure 1.
4. The quoted price must be written in both figures and words in capital letters. Alteration if any should be made clearly by crossing the whole entered rate and last correction should be attested by the tenderer with their full signature and rubber stamp. In no case there should be overwriting and all tenders with such overwriting shall be liable for rejection, In case of any discrepancy between figures and words, the rates on words shall be considered for the purpose of evaluation.
5. Offers shall be accompanied with earnest money deposit (EMD) of requisite value as specified in a separate envelope failing which offers are liable for rejection. EMD of Rs. 10,000/- (Rupees Ten thousand only) is to be furnished in form of Demand Draft in favour of “**Project Director, LREDA**” payable at Leh. The earnest money will be forfeited on revocation of tender before the expiry of validity of the tender of the tenderer or in refusal to enter in to the contract after the award is made by LREDA to the tenderer within the validity period of offer.
6. The rates shall be for total amount payable by LREDA, Leh inclusive of all taxes, freight, travel cost etc.
7. Offers should strictly be as per the detail of Annexure 1 as spelt out in the enquiry. Any

deviations shall be clearly spelt out; In case they are not spelt out it shall be taken for granted that the item has been offered strictly as per requirement given in the inquiry. Derivations are likely to render the tender non-considerable. Bidders are advised not to deviate.

8. LREDA reserves the right to split / accept or reject any / all offer without assigning any reason thereof to increase / decrease the tendered quantity. The quoted rates, shall apply.
9. The tenderer should indicate time period for making of documentary film.
10. Order placed as result of this enquiry shall be subject to the purchaser's General purchaser's conditions.
11. One copy of detailed descriptive/ write up of the documentary/ documentary should be enclosed along with the offer.
12. Payment will be done within One month of having over the documentary of the film in originals with 2 copies.
13. Tenderer shall certify that the rates are as applicable to Govt. Depts. /Autonomous Bodies. (If applicable)
14. The quoted rates must be firm till the complete execution of the contract and must be valid for a period of three months from the date of opening of tenders for placement of order.
15. In case of placement of an order, the tenderer should sign the Performa for terms & conditions and submit the same along with their offer in Duplicate.
16. In the event of an order the successful tender shall be required to furnish a performance security @ 10% of the total order value in the form of an account payee Demand Draft, a bank guarantee or a fixed deposit receipt from any nationalized bank valid for 24 months from the date of supply.
17. Any technical production defects / unsatisfactory workmanship and in case any deficiencies are found during making the documentary film shall be re shot or changes will be done free of cost.
18. Bidders may note that the due date and time of opening of tenders will be strictly adhered to and accordingly if they wish to be present themselves at the tender opening, they should bring necessary authorization letter from the company. However due to declaration of unexpected holidays or any unforeseen circumstance if the tenders are not opened on the due date, the same will be opened on the next working day.
20. Bidders should not understand that printed terms and conditions should not be considered for evaluation purpose unless otherwise separately mentioned in itself.
21. In case any clause is not acceptable to the tenderer. The same should be brought out in the bid with a categorical confirmation that all other clauses are acceptable to the

bidders. If no mention is made in this regard, It shall be presumed that all the clauses mentioned herein are acceptable to bidders. However, the conditional tenders are likely to be rejected.

22. The offers should be valid for a period of 60 days from the date of opening bid.
23. Tender form may be downloaded from the website of LREDA i.e. www.ladakhenergy.org
24. Payment will be made after competition of documentary and hand over the CD of Documentary film after approval by the committee.
25. Provide the work schedule & man power details for making the documentary film.
26. Video documentation should cover all the sites and projects of LREDA, for duration of 1 to 1.5 years.
27. Should have a production house at Leh.
28. Preference would be given to experience videographer, whose work has been Nationally / internationally acclaimed.
29. Few footages taken by LREDA shall also be made available to the tenderer.
30. A brief write up should be submitted by the tenderer to LREDA, about the Documentary film and the timeline of execution of the work.
31. Tenderer should hire professional narrator having experience in national / internationally acclaimed films..
32. Production house should hire professional script writer and screen play writers who is having experience in previous such assignments at national /international levels.

PROJECT DIRECTOR

LREDA-LAHDC,LEH

Annexure – I

CONTENT OF THE FILM (POINTS TO BE COVERED IN THE FILM):

1. History of LREDA
2. Vision /Mission /Objective of LREDA
3. Organizational structure
4. Solar Power plants in Leh District.
5. Solar Cookers and Scheffler cooking systems in Leh District.
6. Solar water heaters And Green house in various parts of Leh District.
7. Small hydro Projects (SHP), Pico hydro and Watermills.
8. Solar LED lanterns.
9. New Initiatives of LREDA.
10. Future goals
11. Any other as may be informed

FORMAT & DURATION OF THE FILM:

Format The film will be made on the Broadcast Quality High Definition (HD) Digital Format and will be delivered on the HDCAM Broadcast Tapes or equivalent.

Duration 50-52 minutes

Shooting Format: Full HD (1920x1080 with 50 mbps)

Post Production Format: Non-Linear/HD

Off Line Editing: Non-Linear/HD

On Line Editing: Non-Linear/HD

Delivery Broadcast Masters: HD CAM

Language: English, Hindi & Ladakhi (local language)