



सत्यमेव जयते

भारत सरकार / GOVERNMENT OF INDIA

पोत परिवहन मंत्रालय / MINISTRY OF SHIPPING

नौवहन महानिदेशालय / DIRECTORATE GENERAL OF SHIPPING

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फैक्स 35/25752029-022 :

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No.45-Admn(3)/2017

19th June, 2017

Subject : **Tender Notice /Invitation for the Presentation on 3 minutes Documentary Films and printing of the color brochures of international standards**

This is to state that the present term of 'INDIA' as a member of International Maritime Organization [IMO] Council is expiring by end of 2017 and therefore, seeking re-election for the biennium 2018-19. For pushing INDIA's candidature for the election, which will happen during the 30th session of the IMO Assembly in November, 2017 at London, the brochures of 4 pages and 3 minutes film/video of international standards, highlighting INDIA's strength in maritime sector, & major milestones/strength needs to be prepared.

2. In view of the above, the Directorate General of Shipping Mumbai is making limited tender inquiry on production of one 3 minutes promotional film / video and preparation & printing of 4 pages color brochures, as detailed below.

Specification of Work & procedure:

- i) One film /video of 3 minutes duration to be prepared in high definition on the major milestones /strength of Indian maritime sector and provision of multiple copies in CD / DVDs as required. [approx. 100].
- ii) Preparation and printing of the color brochures of 4 pages , with the size of 10 inch X 8 inch, highlighting India's strength in maritime sector [text as well as pictorial] , 1000 in numbers.

- iii) The write up on the above subjects for the A/Vs and for preparation of brochures to be made, will be submitted by DGS, after selection of the Vendor / agency.
- iv) It is proposed to give the Presentation by vendors / agencies on **23rd June, 2017 at 1100 Hrs, before the Screening Committee** in the Directorate General of Shipping on the **concept/material which can be obtained from MSL Branch of the Directorate from 19th June, 2017**. Each bidder/agency will be allowed to make 15 minute's power point presentation before the screening committee. **The report sheet of the Screening Committee members shall be kept in a sealed envelope separately by the members of the Committee which will be opened after opening of the price bid.**

3. Technical Bid

The technical bid should contain particulars regarding eligibility criteria along with documentary evidences as given below and bidder should comply with the following terms and conditions:-

- (i) The bidder should have valid service tax, trade tax registration and PAN. Copies of relevant proof should be attached.
- (ii) The bidder should have experience in the similar work. Copies of such work orders executed during last three years must be submitted along with the bid.
- (iii) The bidder should have minimum turnover of Rs. 1 crore during any one of the preceding three years i.e. 31.03.2014, 31.03.2015 and 31.03.2016. Details of the same should be submitted along with copy of final accounts of the Agency for the relevant period as part of technical bid.
- (iv) The bidder should not have been black listed by any Government department/agency and should not have any criminal case pending against it. An undertaking in respect of the same should be submitted.
- (v) Details of experience of creative personnel like visualizers or concept directors, etc. be submitted.

- (vi) Details of prizes/rewards won, if any, in the past in the similar work to be submitted.
- (vii) To provide evidence of having an office in Mumbai with a staff .
- (viii) A copy of tender documents duly signed by the tenderer (s) with identification of name & designation as a token of acceptance of all the conditions laid down in the tender notice should be attached along with the tender. Submission of proposal by the agency will also imply that it has read all the documents carefully and made itself fully aware of the work.
- (ix) **BID Security** : Earnest Money Deposit (EMD) of Rs.30000/- as a bid security in favour of Directorate General of Shipping, Mumbai in the form of Account Payee Demand Draft from any of the nationalized banks may be submitted alongwith the technical bid and the same will be returned after the award of the contract.

4. **Financial Bid**

Envelope super-scribed "Financial Bid" should contain consolidated cost estimates in the prescribe format **at Annexure-A**.. The agencies are required to understand the work properly before quoting the rates. The Financial Bid should be submitted along with the "Technical Bid" simultaneously.

5. Sealed bids in prescribed format , (super scribed " Technical Bid" and "Financial Bid as per **Annexure-A**" respectively) addressed to Directorate General of Shipping, Govt. of India, 9th Floor, Beta Building, i-Think Techno campus, Kanjurmarg (E), Mumbai- 400042 should be submitted in one sealed envelope, after the day of the PP Presentation, i.e on **27th June, 2017 at 1300 hrs.** The technical bids will **be opened at 1500 hrs on 27th June, 2017 in the Conference Hall of the Directorate.** Bidders may send one representative to be present at the time of opening of the technical bids as mentioned above

6. **Selection Process**

Since this assignment involves high quality creativity and innovative approach, the final selection shall be made on the basis of the creative quality and design by giving 80:20 weightage to creative presentation and financial bids [total cost] respectively. The screening committee will evaluate the presentation on the criteria mentioned in **Annexure-B** and only agencies obtaining more than 70% points [with minimum of 50% in each criteria specified] will be eligible for the opening of the financial bid. Financial Bids will be opened only for such short-listed agencies. The decision of this Directorate with regard to selection of agency will be final and binding and no communication in this regard will be entertained.

7. **Performance Security** : The successful bidder will have to submit bank guarantee of 10% of the value of the total cost of the contract, as a performance security deposit in favour of Directorate General of Shipping, which will be refundable after successful completion of work. The Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the bidder.

8. **Payment**

- (i) Bills may be raised on the basis of approved estimates after satisfactory completion of the work. Payment will be made only after the execution of work carried out by the agency to the satisfaction of the Directorate.
- (ii) No advance payment shall be made.
- (iii) Deduction at source for income tax or any other tax as applicable shall be made as per rules.
- (iv) This Directorate shall not be liable for any default of payment by the agency to the parties involved or engaged by it for this project.



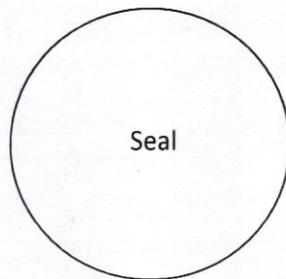
[S.G. Bhandare]

Dy. Director General of Shipping [Admn]

Annexure –A

FINANCIAL BID

Sr.No.	Particular	Rate	Cost
1.	Production of one film/video of 3 minutes to be prepared in high definition on the major milestones /strength of Indian maritime sector and provision of multiple copies in CDs as required [100]		
2	Preparation and printing of color brochures of 4 pages each, of 10 inch X 8 inch highlighting India's strength in maritime sector [text as well as pictorial] , 1000 in numbers.		
		Total Cost :	



Signature of the bidder

Annexure-B**Evaluation Sheet**

Name of the Agency :

Date of Presentation :

Sl.No.	Item	Points	Remarks
1	Concept /Theme	20	
2	Innovation	20	
3	Design /Creativity	20	
4	Key personnel involved	5	
5	Past experience	10	
6	Ideas for enhancing public participation	15	
7	Branding, space & design	10	