



GOVERNMENT OF WEST BENGAL
DEPARTMENT OF PANCHAYATS & RURAL DEVELOPMENT
B.R.AMBEDKAR INSTITUTE OF PANCHAYATS & RURAL DEVELOPMENT
KALYANI: NADIA: PIN: 741235: (W.B)
Web site- <http://www.braiprd.org.in>:

Gandhi Bhavan (Campus-A)
 Phone: (033) 2582 8161
 2582 5975 /5641
 Fax: 2582 8257

Benoy Bhavan (Campus-B)
 Phone: (033) 2582 9640
 2582 9641/9642
 Fax: 2582 9640

Memo No.: - 665 /Collection-II File No-79/15

Date: - 04.08.2020

TENDER NOTICE NO. 2 of 2020 – 21(Documentary Shooting), Dated: 04.08.2020

1. The **Director, B.R.A.I.P.R.D., Kalyani, Nadia**, invites sealed Tender in item rate for the following works by two cover system -Resourceful and bonafied agencies / organizations / Production units may submit their bids. The prequalification documents are to be submitted in two separate folders. One of the folders shall contain Technical documents (i.e. similar type works experience certificates, along with sample copy of the documentary film in DVD or pen drive). Financial Bid is to be submitted in another folder (in the prescribed format given from the office of undersigned). A pre-bid meeting will be conducted by the undersigned before the last date of dropping of the tender paper.

| SL. NO. | NAME OF THE WORK / WORKS | Bid Validity Date |
|---------|--|-------------------|
| 1 | <i>"Audio visual film recording of lectures/ discussions / sessions including outdoor shooting."</i> | <i>120Days</i> |

2. Description of the work:-

- Video recording of lectures/ discussions / sessions (60 to 80 nos of lectures each lecture containing approximately 10 to 15 minutes of duration)
- Preparation of video documents on field base activities as per requirement (Approximately 10 nos of outdoor video shooting, duration of each video 3 to 8 minutes and will be specified on agreement or anywhere in West Bengal). **Basic transportation allowance in this regard will be provided as per Govt. norms**
- Delivery of the audio visual content in appropriate format for uploading on online portal and Whatsapp, youtube etc.
- All the activities will pertain to the Panchayet and Rural Development.

3. Documents to be enclosed along with the Tender:-

- Pan Card.
- Professional Tax Clearance Certificates current year.
- Income Tax Clearance Certificate current year.
- Trade License.
- Valid 15 digit Goods and Service Taxpaper Identification Number (GSTIN) under GST Act, 2017 as per Memo No. 4374-F(Y), Dated: 13th July 2017, [Audit Branch, Finance Department, Govt. of West Bengal].
- Credential Certificate from the employer [Similar nature of works performed for last five years with the support of audio visual documents which the participants intended to furnish as support of proof of Experience.]

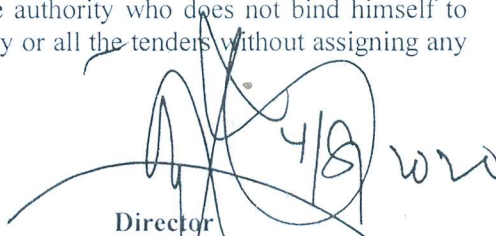
4. Tender process:-

- a) Online prebid meeting will be held on **17.08.2020 at 2:30 pm** on the Google meet platform by undersigned. Tenderer are requested to join the aforesaid meeting before submission of their bids. Meeting ID will be provided by the authority on our website (ie. www.braiprd.org.in) before the time.
- b) Last date & time for receipt of Tender Paper for the work on or before **19.08.2020 upto 2:00 PM.**
- c) Date & Time of Technical Bid opening **24.08.2020 at 2:00 P.M.**
- d) Date & Time of Financial Bid Opening **26.08.2020 at 2:00 P.M.**

Tenders will be received in Tender Box kept in the office up to the stipulated time. (*Note: - Tenderer may also submit their bids by speed post / currier service etc within specified date and time. No tender paper will be accepted after the specified time*). The tenders will be opened as per specified date and time mentioned above.

In case, the date of opening happens to be a holiday due to any reason the tender will be received & opened on the next working day in the same time.

6. Before submitting tenders the intending tenderers should thoroughly acquaint themselves with the proposed work by local inspection of site and make into consideration the difficulties. All these factors should be duly given weight age before quoting rates, as no claim, whatever will be entertained on any of these accounts afterwards.
7. The tenderers should quote their rates in figures as well as in words, in the prescribed format given by the department at the time of permission.
8. The tenderers, who will sign tenders on behalf of the Company or Firm, must produce registered document in support of the company / Firm failing which the tenders will not be considered for acceptance.
9. The successful tenderers must execute a formal agreement in non judicial stamp paper worth **Rs. 100 /-** in prescribed format in duplicate as well as **submitted performance security amounting Rs. 20,000/-** (*The amount should be deposited as NEFT/RTGS in State Bank of India In the Account No. 11151091846, IFSC CODE SBIN0001082 in Favor of "Director BRAIPRD, Kalyani, West Bangal" Branch code 1082, Kalyani Branch.*) within **seven days** from the date of issue of work order, failing which the work order will automatically be cancelled. He / They will be responsible for executing the work as per direction and to the entire satisfaction of the prior authority & must complete the work within the stipulated time as per work order. Time is the essence of the contract. The performance security will be released after successfully completion of the total work.
10. The Tenderers who do not fulfill any of the above conditions or are incomplete in any respect will be liable to summary rejection.
11. The tenderer will have to keep the offer open for 120 days from the date of opening of the tender. In case any tenderer withdraws his offer within any validity period or fails to undertake the contract after acceptance of the tender the full performance security will be forfeited.
13. The acceptance of the tender will rest entirely with the authority who does not bind himself to accept the lowest tender and reserves the right to reject any or all the tenders without assigning any reason whatsoever.
14. There will no price escalation in any reason.



Director

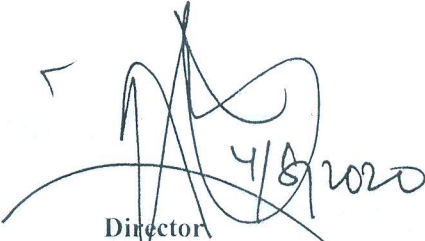
B.R.Ambedkar Institute of Panchayats and Rural
Development West Bengal, Kalyani, Nadia.

Memo No.: - 665/ (12) /Collection-II File No-79/15

Date: - 04.08.2020

Copy forwarded for information and necessary action to: -

1. The Special Secretary to the Government of West Bengal, Panchayats & Rural Development, Joint Administrative Building, Block - HC7, Sector - III, Salt Lake, Kolkata – 700106.
2. The District Magistrate, Nadia.
3. Additional executive Officer, Nadia Zilla Parishad, Nadia
4. Sri V. Kumar (IAS) The Officer On Special Duty, B.R.A.I.P.R.D., Kalyani, Nadia.
5. The Sub-Divisional Officer, Kalyani, Nadia.
6. The Deputy Director, B.R.A.I.P.R.D., Kalyani, Nadia.
7. The Assistant Director (Finance.), B.R.A.I.P.R.D., Kalyani, Nadia.
8. The District Information & Cultural Affairs Officer, Krishnagar, Nadia
9. The Chairman Kalyani Municipality, Kalyani, Nadia.
10. Librarian, with a request to display the notice in the website of B.R.A.I.P.R.D., Kalyani, Nadia.
11. P.A. to Director, B.R.A.I.P.R.D., Kalyani, Nadia.
12. Office Notice Board.


4/8/2020
Director

**B.R.Ambedkar Institute of Panchayats and Rural
Development West Bengal, Kalyani, Nadia**



GOVERNMENT OF WEST BENGAL
DEPARTMENT OF PANCHAYATS & RURAL DEVELOPMENT
B.R.AMBEDKAR INSTITUTE OF PANCHAYATS & RURAL DEVELOPMENT
KALYANI: NADIA: PIN: 741235: (W.B)
Web site- <http://www.braiprd.org.in>:

Gandhi Bhavan (Campus-A)
Phone: (033) 2582 8161
2582 5975 /5641
Fax: 2582 8257

Benoy Bhavan (Campus-B)
Phone: (033) 2582 9640
2582 9641/9642
Fax: 2582 9640

Memo No.: - 665 /Collection-II File No-79/15

Date: -04.08.2020

TENDER NOTICE NO. 02 of 2020 – 21(Documentary Shooting), Dated: 04.08.2020

Name of the Work / Works: - “Audio visual film recording of lectures/ discussions / sessions including outdoor shooting.”

| Sl No | Description of Works | Rate for complete AV documents as per NIT (per minute) | Total duration of AV recording. | Total Amount Quoted | Remarks |
|---------------------|--|--|---------------------------------|---------------------|---------|
| 1. | Indoor Video Documentation as per NIT | | 2000 Minutes | | |
| 2. | Outdoor Video Documentation as per NIT | | 100 Minutes | | |
| Grand Total (Rs.) = | | | | | |

Note: - 1. Rate should be quoted by the agency including all taxes and charges. No extra charge will be paid further additionally.

2. Taxes will be deducted as per Govt. norm from the gross bill amount.

Director

B.R.Ambedkar Institute of Panchayats and Rural
Development West Bengal, Kalyani, Nadia.