



JEEViKA

An Initiative of Government of Bihar for Poverty Alleviation

**Bihar Rural Livelihoods Promotion Society
State Rural Livelihoods Mission, Bihar**



1st Floor, Vidyut Bhawan - II, Bailey Road, Patna- 800 021; Ph.:+91-612-250 4980; Fax:+91-612-250 4960; Website:www.brlp.in

BIHAR RURAL LIVELIHOODS PROMOTION SOCIETY (BRLPS)
GOVERNMENT OF BIHAR
DEPARTMENT OF RURAL DEVELOPMENT

e-tender(NIT) Reference No.- BRLPS/Proj-Comm/2215/23

Notice Inviting Tender For

**Invitation of Bid for Empanelment of Video Production Agency for Video
Production and Coverage of Events for a period of Two Years**

**e-Procurement Mode Only
Two Envelope System**

(<https://eproc2.bihar.gov.in>)

Date: 16-09-2025

ACRONYMS

AY	Assessment Year
BG	Bank Guarantee
CEO	Chief Executive Officer
EMD	Earnest Money Deposit
FY	Financial Year
GST	Goods and Services Tax
ITB	Instructions to Bidders
Lol	Letter of Intent
NIT	Notice Inviting Tenders
PAN	Permanent Account Number
PoA	Power of Attorney
RFB	Request for Bid
RoC	Registrar of Companies
ToR	Terms of Reference
TDS	Tax Deducted at Source
TIA	Tender Inviting Authority
Agency	Service Provider

NOTICE INVITING TENDERS

1. The Bihar Rural Livelihoods Promotion Society (BRLPS), Patna intends to empanel Video Production Agency for Video Production and Coverage of Events.
2. BRLPS invites bids from IPRD empaneled potential bidders to empanel Video Production Agency for Video Production and Coverage of Events.
3. To participate in the e-tendering process, the bidder/s are required to get themselves registered with Bihar Government Centralized e-Procurement portal, i.e., <https://eproc2.bihar.gov.in>. For support related to e-tendering process, bidders may contact at following address during working hours: 8AM to 7PM (All days in week except Sunday and few selected state holidays on "eProc 2.0 Help Desk Address: m-junction services limited RJ Complex, 2nd Floor, Canara Bank Campus, Khajpura, Ashiana Road, P.S. - Shastri Nagar, Patna 800 014, Bihar. Tollfree No: 1800 5726571" or may contact on Email Id: eproc2support@bihar.gov.in

4. Schedule of Events

S.No	Event Description	Event dates
4.1	Start Date & time of downloading the BIDDING DOCUMENT	16/09/2025 through e-Procurement Portal https://eproc2.bihar.gov.in
4.2	Last date & time for upload of online bidding document	08/10/2025 till 03:00 PM, on the e-Procurement Portal https://eproc2.bihar.gov.in
4.3	Time, Date of opening of Technical Bid	08/10/2025 at 03:30 PM on the e-Procurement Portal https://eproc2.bihar.gov.in
4.4	Time, Date of opening of Financial Bid	To be announced later through e-Procurement Portal https://eproc2.bihar.gov.in as well as at www.brllps.in
4.5	Pre-bid meeting (Date & time)	24/09/2025 at 04:00 PM
4.6	Pre- bid meeting venue	Conference Hall, Bihar Rural Livelihoods Promotion Society, Annexe-II, Vidyut Bhawan, Bailey Road, Patna-800021
4.7	Tender Document Cost	INR 10,000 /- (Non-refundable) to be deposited online through payment gateway available on https://eproc2.bihar.gov.in
4.8	Earnest Money Deposit	INR 50.0 thousand [Rupees Fifty Thousand] to be deposited online through payment gateway available on https://eproc2.bihar.gov.in or Bank Guarantee

Note – i) Interested tenderers may obtain further information about this Notice Inviting Tender (NIT) from the office of the Bihar Rural Livelihoods Promotion Society (BRLPS).

ii) <https://eproc2.bihar.gov.in> does not accept tender after closing date and time in any circumstances.

5. Bidders may also see tender documents (except price schedule) from BRLPS website www.brllps.in/procurement/Tender for reference purpose.
6. The tender shall be accompanied by Earnest Money Deposit (EMD) of Rs. **50,000/- (INR Fifty Thousand only) to be deposited online** (i.e. NEFT-RTGS, Internet Banking, Credit/ Debit Card) through <https://eproc2.bihar.gov.in>. Bidder may also submit the EMD in the form of Bank Guarantee (BG).
7. Tender Processing Fee (TPF) amount for the sum of Rs. 590/- (Five hundred Ninety Rupees) to be paid by the bidder through e-Payment mode (i.e. NEFT-RTGS, Internet Banking, Credit/ Debit Card) only, through <https://eproc2.bihar.gov.in>.
8. The technical and financial bids must be submitted through e-Procurement Portal through <https://eproc2.bihar.gov.in> on or before the date and time specified above

9. BRLPS doesn't take any responsibility for the delay/ Non-Submission of Tender/ Non-Reconciliation of online Payment caused due to non-availability of Internet Connection, Network Traffic/ Holidays or any other reason."
10. The bidders shall submit their eligibility and qualification details, Certificates as mentioned in the tender document.
11. The bidder shall upload the scanned copies of all the relevant certificates, documents etc., as required in support of their eligibility criteria/ technical bids and other certificate /documents through e-procurement portal <https://eproc2.bihar.gov.in>.
12. The Bidding documents shall be submitted in the mode as mentioned below:
- | | |
|---------------------------------|---|
| (1) Earnest Money Deposit (EMD) | To be submitted through online mode as state above. |
| (2) Technical Bid | Online |
| (3) Financial Bid | Online |
13. The technical bids will be opened (in e-mode/online) on the date **08/10/2025** at 03:30 PM. In the event of any of the above-mentioned day being declared a holiday/closed day for the BRLPS, the bids will be opened in the next working day at the scheduled time
14. The bids must be uploaded through (e-mode/online) at the e-Procurement Portal <https://eproc2.bihar.gov.in>.
15. All prospective tenderers may attend the Pre-Bid meeting. The venue, date and time are indicated in Schedule of Events above
16. All Tenders must be accompanied by EMD as mentioned. No bidder is exempted from submission of EMD as mentioned in the tender document. Tenders without EMD shall be summarily rejected.
17. Bidders seeking exemption from submitting EMD under MSME will have to furnish updated MSME certificate having registration under category 59112 with their technical bids. Such agencies/vendors seeking exemption from EMD should submit an Undertaking on their letter head, that if they withdraw their bid during bid validity period or do not submit performance security or sign the agreement, shall be liable for legal action.
18. BRLPS reserves the right to accept or reject any or all tender or change the terms and condition of NIT or cancel the NIT without assigning any reasons at any stage and time.
19. For further enquiry and information, please contact during office hours 10:00 AM to 6:00 PM – Dr. Santosh, Procurement Specialist – Email ID: proc.sp@brlps.in; Shri Pawan Kumar Priyadarshi, State Project Manager (Communication)- Email ID: spm.com@brlps.in
20. All further notifications/ Corrigendum/ Addendum, if any shall be posted on e-Procurement Portal <https://eproc2.bihar.gov.in>.

**Chief Executive Officer cum Mission Director,
Bihar Rural Livelihoods Promotion Society**

SECTION –I

INSTRUCTIONS TO BIDDER (ITB)

1. General Instructions

- 1.1. The bidder should prepare and submit its offer as per instructions given in this section.
- 1.2. Instructions/ Guidelines for tenders for electronic submission of bids online have been mentioned below for assisting the prospective bidders to participate in e-tendering.
Registration of Bidders: To participate in the e-tendering process, the bidder/ agency are required to get themselves registered with Bihar Government Centralized e-Procurement portal, i.e., <https://eproc2.bihar.gov.in>. For support related to e-tendering process, bidders may contact at following address during working hours: 8AM to 7PM (All days in week except Sunday and few selected state holidays on "eProc 2.0 Help Desk Address: m-junction services limited RJ Complex, 2nd Floor, Canara Bank Campus, Khajpura, Ashiana Road, P.S. - Shastri Nagar, Patna 800 014, Bihar. Tollfree No: 1800 572 6571" or may contact on Email Id: eproc2support@bihar.gov.in
- 1.2.1. **Digital Signature certificate (DSC):** Each bidder is required to obtain a class-II or Class-III Digital Signature Certificate (DSC).
- 1.2.2. The bidder can search & download NIT & Tender Documents electronically from computer once she/he logs on to the eProcurement Portal <https://eproc2.bihar.gov.in> using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.
- 1.2.3. **Submission of bids:** Bids are to be submitted through online mode to the eProcurement Portal <https://eproc2.bihar.gov.in> at a time for following activities – uploading documents for submission of technical bid & Financial bid on or before the prescribed date & time as mentioned in point 4 in Notice Inviting Tender (NIT) using the Digital Signature Certificate (DSC). The documents will get encrypted (transformed into non-readable formats).
- 1.2.4. Before preparing the tender and submitting the same to the BRLPS, the bidder should read and examine all the terms & conditions, instructions, checklist etc. contained in the Tender Documents. Failure to provide required information or to comply with the instructions incorporated in these Tender Documents may result in rejection of tender(s) submitted by bidders.
- 1.2.5. The tenders which are for only a portion of the components of the job /service shall not be accepted. (The tenders /bids should be for all components of the job /service.)
- 1.2.6. The prices quoted shall be firm and inclusive of all the factors mentioned in this document, all applicable taxes and duties, including Goods & Services Tax (GST) in the provided price format available on eProcurement Portal <https://eproc2.bihar.gov.in>. This shall be quoted in the online mode only. GST if applicable, will be paid by the BRLPS by the BRLPS as per the prevailing rates/rules.
- 1.2.7. The technical bid (technical and financial details of the bidder/agency) shall be submitted (with a forwarding letter as per **Appendix 'A'**) on or before the last date of submission in online mode only. Tenders submitted after the stipulated date & time (closing date and time for

uploading the tender as mentioned in Clause 4, Notice Inviting Tender (NIT) shall not be considered, and would summarily be rejected.

2. Tendering Expense

The bidder shall bear all costs and expenditure incurred and/or to be incurred by it in connection with its tender including preparation, mailing and submission of its tender and subsequently processing the same. Bihar Rural Livelihoods Promotion Society (BRLPS) will, in no case be responsible or liable for any such cost, expenditure etc. regardless of the conduct or outcome of the tendering process.

3. Language of the tender

The tender submitted by the bidder and documents relating to the tender shall be written in the English language. However, the language of any printed literature furnished by the bidder in connection with its tender may be written in any other language provided the same is accompanied by an English translation and, for purposes of interpretation of the tender, the English translation shall prevail. However, if the language of any of the printed document(s) submitted by the bidder is/are in "Hindi" language, then there is no need for providing an English translation of the same document, for interpretation.

4. Amendments to Tender Documents

- 4.1. At any time prior to the deadline for submission of tenders, the BRLPS may, for any reason deemed fit by it, modify the Tender Documents by issuing suitable amendment(s) to it.
- 4.2. Such an amendment will be notified on eProcurement Portal <https://eproc2.bihar.gov.in> and the same shall be binding to all prospective Bidders.
- 4.3. Any bidder who has downloaded the tender document should watch for amendment, if any, issued on the above eProcurement Portal <https://eproc2.bihar.gov.in> and BRLPS will not issue separate communication to them. The BRLPS shall not be responsible in any manner if prospective Bidders miss any notifications placed on mentioned eProcurement Portal <https://eproc2.bihar.gov.in>.

5. Pre-Bid Meeting

- 5.1 In order to provide response to any doubt regarding terms and conditions, Specification and any other matter given in the tender document, a pre-bid meeting has been scheduled to be held in the office of BRLPS as per details given hereunder:

Date & Time	24/09/2025 at 04:00 PM
Venue	Conference Hall, Bihar Rural Livelihoods Promotion Society, Patna
Contact person	Dr. Santosh, Procurement Specialist, Email ID: proc.sp@brlps.in

5.1. During the pre-bid meeting, the clarification sought by representative of prospective bidders shall be responded appropriately. However, clarification shall be given and prospective will be asked to submit their written request by close of office same day. Bihar Rural Livelihoods Promotion Society (BRLPS) shall upload written response on the eProcurement Portal <https://eproc2.bihar.gov.in> to such requests for clarifications, without identifying its source. In case required, amendments, in terms of Para 4, Section I above shall be issued, which shall be binding on all prospective bidders.

6. Bid Validity Period

Bid shall be valid for a period of 180 days from the date of opening of Technical Bid.

7. Clarifications to Tender Documents

- 7.1. A prospective bidder requiring any clarification regarding terms & conditions, technical specifications etc. given in the Tender Documents may submit written request for clarifications to Dr. Santosh, Procurement Specialist by email ID: proc.sp@brlps.in 01 (one) day prior to of pre- bid meeting.
- 7.2. In the event, of the above-mentioned day being declared as a holiday/closed day for the Bihar Rural Livelihoods Promotion Society (BRLPS), the prospective bidders can submit written request for clarifications, by 1200 hrs. on the next working day.
- 7.3. All the prospective bidders will be notified of response to clarifications only through eProcurement Portal <https://eproc2.bihar.gov.in>. Any bidder who has downloaded the tender document should watch for clarifications, if any, issued on the above-mentioned website and BRLPS will not issue separate communication to them.
- 7.4. The BRLPS shall not be responsible in any manner if a prospective bidder fails to notice any notifications with regards to the present NIT placed on the eProcurement Portal <https://eproc2.bihar.gov.in> for any purposes.

8. Earnest Money Deposit (EMD)

- 8.1. The tender shall be accompanied by Earnest Money Deposit (EMD) of Rs. 50,000/- (INR Fifty Thousand only) to be deposited online i.e., (NEFT-RTGS, Internet Banking, Credit/Debit Card through eProcurement Portal <https://eproc2.bihar.gov.in>. Bidder may also submit EMD in the form of Bank Guarantee. The Bank Guarantee should be made on the name of Bihar Rural Livelihoods Promotion Society, payable at Patna. The Bank Guarantee (BG) should be valid for 180 days from the last date of submission of Bid. Bidder submitting EMD in the form of Bank Guarantee has to upload scanned copy of BG with their technical bid and original copy of same should be submitted to BRLPS Office on or before the last date of submission of bid.
- 8.2. It may be noted that no bidder is exempted from depositing EMD. Bidders seeking exemption from submitting EMD under MSME registration will have to furnish updated MSME certificate having registration under category 59112 with their technical bids as per Bihar Financial Rules. **Such agencies/vendors seeking exemption from EMD should submit an undertaking on their letter head, that if they withdraw their bid during bid validity period or do not submit performance security or sign the agreement, shall be liable for legal action as well as forfeiture of EMD/Performance Security.** Tenders submitted without EMD shall be summarily rejected.
- 8.3. The EMD of unsuccessful bidder will be returned to them without any interest, after conclusion of the resultant agreement. The EMD of the successful bidders will be converted into performance security and same will be returned without any interest, after completion of the rate agreement period.
- 8.4. Earnest money is required to protect the BRLPS against the risk of the Bidder's conduct, which would warrant the forfeiture of the EMD.
- 8.5. The EMD/ Bid Security shall be forfeited by the BRLPS hereunder or otherwise, under the following conditions:

- a) If a Bidder engages in a corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice
- b) If a Bidder withdraws its Bid during the period of bid validity as specified in this RFB and as extended by the BRLPS from time to time;
- c) In the case of Selected Bidder, if it fails within the specified time limit:
 - i. to sign the agreement and/or
 - ii. to furnish the Performance Security (PS) before signing the agreement within the period prescribed in the Letter of Intent (LoI)

9. Preparation of Tender

9.1 The Bidding documents shall be submitted in the mode as mentioned below: -

1. Earnest Money Deposit (EMD)	The tender shall be accompanied by Earnest Money Deposit (EMD) of Rs. 50,000/- (INR Fifty Thousand only) to be deposited online i.e., (NEFT-RTGS, Internet Banking, Credit/Debit Card through eProcurement Portal https://eproc2.bihar.gov.in)
2. Technical Bid	Online
3. Financial Bid	Online

9.2 Bidders are requested not to submit the hard copy of Technical & Financial Bid. In case the hard copy of bid is submitted, the tender shall be straight away rejected. Also, uploading of the financial bid in technical bid will also result in rejection of the tender.

9.3 The tender shall be duly signed, by the authorized person duly approved by the appropriate authority in terms of '**Power of Attorney**', at the appropriate places as indicated in the tender documents and all other pages of the tender including printed literature, if any shall be initialed by the same person(s) signing the tender. The tender shall not contain any erasure or overwriting, except as necessary to correct any error made by the bidder and, if there is any such correction; the same shall be initialed by the person(s) signing the tender. The entire document being part of tender document should be page numbered. The Authorization Letter shall also be furnished along with the tender, as per the **Appendix B**.

9.4 A person signing (manually or digitally) the tender form or any documents forming part of the agreement on behalf of another shall be deemed to warranty that he has authority to bind such other persons and if, on enquiry, it appears that the persons so signing had no authority to do so, the BRLPS may, without prejudice to other civil and criminal remedies, cancel the agreement and hold the signatory liable for all cost and damages.

9.5 Prices are to be quoted in the financial Bid format provided in *Excel format* through online mode only. The financial bid submitted in any other format will be treated as non-responsive. The bidder will be required to download the financial bid file, from e-tendering portal and quote the prices in prescribed format before uploading it. The bidder shall quote prices in all necessary formats. All non-editable areas of the financial bid sheet shall be filled by the bidder. The white areas of the financial bid shall not be modified/edited by the bidder. The bidder(s) shall not rename the financial bid files downloaded.

9.6 Required documents must be submitted through online mode on eProcurement Portal <https://eproc2.bihar.gov.in> to assess eligibility status (as per the criteria defined in Section IV) and to evaluate the technical proposal.

10. Tender Submission

10.1. Bihar Rural Livelihoods Promotion Society (BRLPS) will open the tenders (online) at the date and time as indicated in point 4 of the Notice Inviting Tender (NIT). In case the specified date of tender opening falls on / is subsequently declared a holiday or

closed day for the BRLPS, the tenders will be opened in online mode, on the next working day.

- 10.2. Technical evaluation of the Bid will be done based on technical qualification criteria and documents mentioned Eligibility Criteria as mentioned in section-IV failing which the bid will not be considered for technical evaluation.
- 10.3. The technical evaluation shall be done only based on documents/papers submitted by the bidder on e-Procurement Portal <https://eproc2.bihar.gov.in>
- 10.4. The financial bids of bidders whose technical bids are found technically responsive and comply with the bid documents will only be considered for financial evaluation. The date of opening of financial bids shall be communicated to such bidders through e-procurement portal as above, who are technically qualified.
- 10.5. No bidder can place more than one bid in any form for this NIT.
- 10.6. The Bidder cannot bid for a part of the tender document but has to give a single bid taking into consideration all the responsibilities (mentioned in this document) as single unit, subject to all the conditions as laid down in this tender document.
- 10.7. If the date fixed for opening of financial bids is declared as holiday by the BRLPS, the revised date of schedule will be notified on the e-Procurement Portal <https://eproc2.bihar.gov.in>.
- 10.8. However, in absence of such notification, the bids will be opened on next working day, time and venue remaining unaltered.

EVALUATION OF TENDERS

The tenders will be scrutinized by the procurement committee to determine whether they are complete and meet the essential and important requirements, conditions and whether the bidder is eligible as per criteria laid down in the Section IV of this tender document. The bids, which do not meet the aforesaid requirements are liable to be treated as non-responsive and may be ignored. The decision of the BRLPS as to whether the bidder is eligible or not and whether the bid is responsive or not shall be final and binding on the bidders. Only the bids found eligible as per the criteria defined in Section IV will be considered for technical scoring and financial bids of only these bidders will be considered and opened for evaluation.

Bihar Financial Rule and amendments published time to time will be followed for evaluation of bid by the BRLPS.

1. Infirmary/non-conformity

The BRLPS may waive minor infirmity and/or non-conformity in a tender, provided it does not constitute any material deviation. The decision of the BRLPS as to whether the deviation is material or not, shall be final and binding on the bidders.

2. Discrepancies in Prices

- 2.1. If there is a discrepancy between the amount expressed in words and figures, the amount in words shall prevail.
- 2.2. If as per the judgment of the BRLPS, there is any such arithmetical discrepancy in a tender, the same will be suitably conveyed to the bidder by e-mail/speed post. If the bidder does not agree to the observation of the BRLPS, the tender is liable to be ignored.

3. Bidder's capability to perform the agreement/work

The BRLPS, through the above process of tender scrutiny and evaluation will determine to its satisfaction whether the bidder, whose tender has been determined as responsive bid, technically eligible and has quoted the lowest total evaluated price, is qualified and capable in all respects to perform the assignment satisfactorily. In such conditions, decision of the BRLPS shall be final and binding on the bidders.

4. Contacting the Bihar Rural Livelihoods Promotion Society (BRLPS)

- 4.1. From the time of submission of tender to the time of awarding, if a bidder needs to contact the BRLPS for any reason relating to its tender, it should do so only in writing.
- 4.2. In case a bidder attempts to influence the BRLPS, on the BRLPS's decision on scrutiny, comparison & evaluation of tenders and awarding, the tender of the bidder shall be liable for rejection and it may also lead to forfeiture of EMD in addition to appropriate administrative action being taken against that bidder, as deemed fit by the BRLPS.

5. Bid Clarification

- 5.1. To facilitate evaluation of Proposals, the BRLPS may, at its sole discretion, seek clarifications in writing from any Bidder regarding its Bid. Notwithstanding anything contained in the NIT, the BRLPS reserves the right not to take into consideration any such clarifications sought for evaluation of the Proposal.
- 5.2. At any point in time during the bidding process, if required by the BRLPS, it is the Bidders' responsibility to provide required evidence of their eligibility as per the

terms of the NIT, to the satisfaction of the BRLPS. If no response is received by this date, the BRLPS shall evaluate the offer as per available information. The procurement committee in the BRLPS can verify the facts and figures quoted in the bid. The BRLPS reserves the right to conduct detailed due diligence of the information provided by the Bidders for qualification and financial evaluation.

6. Fraud and Corrupt Practices

- 6.1 The Agency and their respective officers, employees, agents, and advisers shall observe the highest standard of ethics during the Selection Process. Notwithstanding anything to the contrary contained herein, the BRLPS may reject a bid without being liable in any manner whatsoever to the bidder if it determines that the bidder has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice, or restrictive practice in the Selection Process.
- 6.2 Without prejudice to the rights of the BRLPS hereinabove, if a bidder is found by the BRLPS to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Selection Process, such bidder shall not be eligible to participate in any tender or RFP issued by the BRLPS during a period of 5 (Five) years from the date such bidder is found by the BRLPS to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice, as the case may be.
- 6.3 For the purposes of this Clause, the following terms shall have the meaning hereinafter respectively assigned to them:
 - (a) **“Corrupt practice”** means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the actions of any person connected with the Selection Process (for avoidance of doubt, offering of employment to, or employing, or engaging in any manner whatsoever, directly, or indirectly, any official of the BRLPS who is or has been associated in any manner, directly or indirectly, with the Selection Process.
 - (b) **“Fraudulent practice”** means a misrepresentation or omission of facts or suppression of facts or disclosure of incomplete facts, in order to influence the Selection Process.
 - (c) **“Coercive practice”** means impairing or harming or threatening to impair or harm, directly or indirectly, any person or property to influence any person's participation or action in the Selection Process.
 - (d) **“Undesirable practice”** means (i) establishing contact with any person connected with or employed or engaged by the BRLPS with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Selection Process; or (ii) having a Conflict of Interest, and
 - (e) **“Restrictive practice”** means forming a cartel or arriving at any understanding or arrangement among Applicants with the objective of restricting or manipulating a full and fair competition in the Selection Process.

7. Selection Process

- a. Technical bids of all bidders which meet the basic requirements (i.e., timely submission, tenderfee, deposit of Earnest Money Deposit etc.) would be taken up for their eligibility evaluation as per the eligibility criteria defined in Section IV.
- b. Technical proposals of only those bidders who are found eligible, as per the criteria defined in Section IV, will be considered for LCS (Least Cost Selection Method) evaluation and only their financial bids will be opened.
- c. The final selection will be based on the **‘Least Cost Selection’ (LCS) method for each activity.**

8.1 Technical Bid

- a. In this part, the bid shall be reviewed for determining the compliance of the general conditions of the Agreement and Eligibility Criteria as mentioned in the Bidding document. Any deviation for general conditions of the Agreement and eligibility criteria shall lead to rejection of the bid.
- b. During evaluation of the technical bid, bidders are expected to meet all the conditions of the bid document and the eligibility criteria as mentioned below. Bidders failing to meet these criteria or not submitting requisite supporting documents / documentary evidence for supporting eligibility criteria are liable to be rejected summarily.
- c. The bidder must possess the requisite experience, strength, and capabilities in providing the services necessary to meet the requirements, as described in the bidding document. The bids must be complete in all respects and should cover the entire Scope of Work/Specification as stipulated in the bidding document.

8.2 Financial Bid

Financial bids of all the eligible bidders/ agencies (as per the criteria defined in Section IV) will be evaluated.

- a) BRLPS will open 'Financial Bid' of only those Bidders, who are found eligible as per the criteria defined in Section IV.
 - b) The Financial Bid should be furnished clearly indicating the bid amount in the format given on e-portal. In the event of any difference between figure and word, the amount indicating in words shall be taken into account.
 - c) The Financial Bid should be inclusive of all applicable taxes and duties, including GST presently in force.
 - d) The Bidder who has quoted the lowest total evaluated bid price for each activity will be considered as successful agency and will be issued Letter of Intent (LoI).
 - e) Negotiations may be held on L1 rate.
- 8.3** The BRLPS reserves the right to accept in part or in full any tender or reject any tender(s) without assigning any reason or to cancel the tendering process and reject all tenders at any time prior to award of work, without incurring any liability, whatsoever to the affected bidder(s).
- 8.4** The bidder shall within 7 days of issue of the Letter of Intent (LoI), give his acceptance.
- 8.5** The BRLPS reserves the right at the time of award and/or during validity of agreement, to increase or decrease the scope of services without any change in unit price or other terms and conditions.
- 8.6** The BRLPS will notify the successful bidder(s) in writing by issuing a Letter of Intent (LoI), that its tender has been accepted, briefly indicating there in the essential details like description of scope of work/services and corresponding prices accepted, subject to the agreement to be signed between the parties "*floats from this NIT*" having the terms and conditions etc., therein.
- 8.7** The successful bidder must furnish to the BRLPS the required Performance Security (PS), before executing the agreement/ signing of the agreement document, positively, failing which the EMD will be forfeited and the award will be

cancelled and bidder may be blacklisted reasonably. Relevant details about the performance security have been provided under **Section V Clause 10**.

- 8.8** The agreement will be between Bihar Rural Livelihoods Promotion Society (BRLPS) and the selected bidder (for each activity) and will be required to be signed within 10 working days of the issue of the Letter of Intent (LoI) and submission of Performance Security. The stamp duty and registration charges, if any, payable on the Agreement will be borne by the successfully bidder.

Terms of Reference for empanelment of Video Production Agency for Video Production and Coverage of Events

Background:

Bihar Rural Livelihoods Promotion Society, popularly known as JEEVIKA, a registered society under the aegis of Rural Development Department, Government of Bihar marks a key chapter in rural development in Bihar. JEEVIKA's journey of the last decade has coincided with the changing face of Bihar. Bihar Rural Livelihoods Promotion Society (BRLPS) was constituted by Govt. of Bihar as a special purpose vehicle to expedite the poverty alleviation interventions in the state. To sustain the project delivery mechanisms, Government of Bihar supported the initiative by leveraging financial resources from various multilateral agencies like World Bank and other national & state agencies. Over the last 20 years, JEEVIKA has mobilized women from 1.40 Crore HHs into strong, sustainable, and self- managed 11 Lakh Self-Help Groups (SHGs).

Rationale:

Knowledge Management in JEEVIKA intends at creating, capturing, sharing, distributing, leveraging, and archiving knowledge for the organizations internal use to improve and enhance its implementation capabilities and service delivery mechanisms. The knowledge management practices also intend to reach out to a wider external domain for effective policy advocacy. Communication is perceived as a viscous force for binding the organization and providing it direction and impetus. Balancing among the various components, facilitating, and assessing progress and administering the flow of information tailored in form and hierarchy that would best fulfil the aspirations of the project is the key.

To promote the intervention is planning to carry out targeted demand generation content and activities for dissemination on both online and offline mode. The communication materials include developing demo video for training on project interventions.

Objective:

- a) Development of thematic videos.
- b) Video shoot of thematic interventions.
- c) Videography of the Event.
- d) Photography of the Event.

Purpose of the ToR:

JEEVIKA invites agencies with relevant in-house competence to submit a proposal with creative ideas and theme-based solutions as per the detail SoW presented below;

Scope of Work (SoW):

Video Production, Video Editing, Event Coverage and Photography of various initiatives of JEEVIKA as directed by the KMC team.

The production of videos: The agency would develop the thematic videos as per requirement of the KMC themes. The agency/firm shall develop scripts/story board for the above-mentioned subject as per the content provided by JEEVIKA.

- Produce a short Promotional video/film in Hindi & English (Subtitle) and story narrating the importance and requirement of the training of Project.
- Video Editing, one day video shoot and production of film including Voice Over.

Production of TV Spots: Production of AV spots in Hindi language. The agency/firm shall develop scripts/story board for the above- mentioned TV spots as per the content provided by JEEVIKA.

Documentation High Resolution Photographs: The agency would capture the high-resolution photographs on project interventions from across all 38 districts. The images used for the designing of the publicity material shall be of 4K resolution either acquired or original.

Coverage of the events: The agency shall cover the entire event (Photograph & Videography)

Format for quotation

Sl. No.	Description	Unit
1	Production of 05 Min videos in Hindi with English Subtitles.	1
2	Production of 05-10 Min videos in Hindi with English Subtitles.	1
3	Video Editing and production of 5 Min film including Voice Over.	1
4	Video Editing, one day video shoot and production of 5 Min film including Voice Over.	1
5	Video Editing and production of 5-10 Min film including Voice Over.	1
6	Video Editing, one day video shoot and production of 5-10 Min film including Voice Over.	1
7	Document high resolution photographs on project interventions.	Per day
8	Coverage of the Event Full Day (Videography)	Per day
9	Coverage of the Event Full Day (Photography)	Per day

Eligibility Criteria:

The proposals will be evaluated on the following criteria and weightage given respectively by the evaluation panel of JEEVIKA

- Empanel Agency of IPRD, Bihar
- At least 7 years of experience in film production for different clients including public sector, government, and NGO sector clients.
- Previous Experience on similar assignments.
- The Agency have their own Production House and Editing Lab in Patna.

Note:

- A. The agency using any image or video footage, either acquired or shot (original) shall be authentic and shall provide no objection certificate from the *photographer/owner/ person, etc. captured in the image or video.
- B. The agency shall submit a detailed report of any promotional activity taken by them under the directions of JEEVIKA. Also, the agency shall provide all creative produced for the specific event which shall include banners, brochures, 4k images, final cut of the video, raw footages, actual permissions, contact of the concerning person, etc. in a DVD/pen drive separately along with the report to JEEVIKA.

Payment Terms

The amount to be paid after the successful Completion of task and submission of bill on periodic basis. The Service Provider shall submit the requisite deliverables and satisfactorily perform work as specified under this Tender to the CEO, BRLPS. The requisite payment will be released by CEO, BRLPS upon acceptance of the deliverables and satisfaction with work performed by the Service Provider.

Penalty

Service provider is expected to meet the time lines in the normal course of carrying out the activities as per the detailed scope of work. In case of unjustified delay, the CEO, BRLPS will reserve the rights to levy penalties on the service provide i.e. 0.07% penalty on every day delay on the Project component.

Duration of Empanelment

The total duration of the empanelment would be for a period of 2 year from the date of signature of agreement. Extension of the agreement may be considered on the basis requirement and assessment of the work of the agency.

Review Committee to Monitor the Agency's services

The PC-GKM & SPM-Communication will monitor the quality of assignment/task completed. If the deliverables are not found up to the requirement, then the consultant shall modify the work and submit the same to BRLPS.

Confidentiality Clause:

All information contained within this document is strictly confidential and not to be divulged to any 3rd party without the prior, written consent of BRLPS. JEEVIKA will hold copyrights for all the developed content (Video & Audio materials).

The BRLPS may also terminate the agreement either in case of non-compliance of the service declaration or on the fulfilment of the assigned objective.

SECTION – IV

- 1) This invitation is open to all eligible bidders, who fulfil the eligibility & qualification criteria specified hereunder. **(Joint Venture/Consortium is not allowed)**
- 2) The Bidder must meet the following qualification criteria as on the last date of submission of this bid.

Technical Evaluation Criteria		
	Evaluation Criteria	Supporting Documents
A)	Bidder should be registered entity under the Company's Act 1956/2013, or Partnership Act 1932, or Limited Liability Partnership Act 2008 or Proprietorship.	<p>Bidder has to upload -Copies of the certificate of Incorporation, issued by the Registrar of Companies (Roc) under the Companies 1956/2013 or Under Limited Liability Partnership.</p> <p>For Partnership Firm – Copy of Partnership deed under the partnership Act 1932.</p> <p>For Proprietorship Firm – Registration under Shops & Establishment.</p>
B)	The Bidder should have Minimum Average Annual Turnover of Rs. 50.0 lakh during the last three financial years	CA Certificate having UDIN Number
C)	Bidder should be empaneled with IPRD Bihar.	Empanelment certificate/document should be submitted
D)	Bidder should have at least 7 years of experience in film production for Government offices/Govt. Universities/Government Educational Institutions/PSUs/Local bodies.	<p>Work order/Contract/Completion Certificate</p> <p>Submitted documents may be verified</p>
E)	Bidder should have their own Production House and Editing Lab in Patna.	Undertaking on letter head of the bidder
F)	Bidder should not have been blacklisted by a Central / State Government / PSUs/ Local Bodies and should have no litigation history.	Notarized undertaking to this effect

3. To facilitate evaluation of bids, the BRLPS may, at its sole discretion, seek clarifications in writing from any bidder regarding its bid submitted. Such clarification(s) shall be provided within the time specified by the BRLPS for this purpose. Any request for clarification(s) and all clarification(s) in response thereto shall be in writing.
4. If any bidder does not provide clarifications sought within the prescribed time, the BRLPS may proceed to evaluate the bid based on the documents/information submitted with the bid, and the bidder shall be barred from subsequently questioning such interpretation of the BRLPS.
5. The financial bids, of the technically qualified bidder(s), from technical evaluation will only be opened.

TERMS AND CONDITIONS

1. Use of contract documents and information

- 1.1. The service provider shall not, without the BRLPS's prior written consent, disclose the agreement or any provision thereof or any information furnished by or on behalf of the BRLPS in connection therewith, to any person other than the person(s) employed by the service provider in the performance of the work emanating from this Tender Document. Further, any such disclosure to any such employed person shall be made in confidence and only so far as necessary for the purposes of such performance for this assignment.
- 1.2. Further, the service provider shall not, without the BRLPS's prior written consent, make use of any document or information mentioned in sub-clause 1.1 (Section V) above except for the sole purpose of performing this assignment.
- 1.3. Except the agreement signed with the service provider, each and every other document mentioned in in this bid document/submitted bid shall remain the property of the BRLPS and, if advised by the BRLPS, all copies of all such documents shall be returned to the BRLPS on completion of the service provider's performance and obligations under this assignment.

2. Intellectual Property Rights

The Service Provider shall, at all times, indemnify and keep indemnified the BRLPS, free of cost, against all claims which may arise in respect of goods & services to be provided by the Service Provider under the agreement for infringement of any intellectual property rights or any other right protected by patent, registration of designs or trademarks. In the event of any such claim in respect of alleged breach of patent, registered designs, trademarks etc. being made against the BRLPS, the BRLPS shall notify the service provider of the same and the service provider shall, at his own expenses take care of the same for settlement without any liability to the BRLPS.

3. Insurance

- 3.1. The Service Provider shall be responsible for insurance of any equipment & manpower.
- 3.2. The BRLPS shall not be responsible for damages of any kind or for any mishap/ injury/ accident caused to any personnel/property of the bidder while performing work/services for BRLPS. All liabilities, legal or monetary, arising in that eventuality shall be borne by firm/ agency/service provide

4. Timelines and Payment Terms

- 4.1. The prices quoted in the financial bid shall include all applicable taxes and duties, including Goods & Services Tax (GST). This shall be quoted in the format available at e-procurement portal.
- 4.2. The payment will be released as per the following details:
 - a) No advance payment shall be made by BRLPS.
 - b) During the period of empanelment, various work order/s will be issued. The payment will be made after completion of entire assignments against each work order upon acceptance of deliverables and submission of invoice.
 - c) The payment will be subject to statutory deductions as per applicable laws.

5. Signing of Agreement

Agreement with the successful bidder will be signed for a period of two (02) years which may be extended for further period on the basis of requirement and assessment of the works of the service provider. BRLPS may request the service provider to arrange visit of their lab before entering the agreement. The Agreement between BRLPS and the selected service

provider shall be executed within 10 days of the issue of the Letter of Acceptance and submission of performance security. The selected service provider will have to submit the Performance Security (PS), as applicable before signing of the agreement. Non-fulfilment of this condition will result in cancellation of the award and forfeiture of the EMD with consequential action if so desire.

6. Sub Contracts

Sub-letting/ Sub-contracting of the work would not be allowed under any circumstances and agreement may be terminated in case the selected service provider sublets or sub-contracts its liabilities/responsibilities/obligation to other. Penal action shall also be taken against the selected service provider. In addition, if the selected service provider is desirous of subletting/ subcontracting any non-core services in addition to those listed above, it shall make a request in writing to the BRLPS. BRLPS may permit the same to the service provider after considering the request, but not as a matter of right.

7. Modification to Agreement

The agreement when executed by the parties shall constitute the entire agreement between the parties in connection with the services which also includes increase in the scope of work and shall be binding upon the parties. Modification, if any, to the agreement shall only be in writing and with the consent of the parties.

8. Performance Security

- 8.1. The EMD of successful bidder will be converted into the performance security. Bidders who have submitted the required MSME certificate for exemption of EMD, will have to submit performance security amounting to Rs. 50,000/- in the form of Bank Guarantee. The Bank guarantee shall be as per proforma at “**Appendix: C**” and remain valid for a period, which is six months beyond the date of expiry of assignment period i.e, 42 months. The performance security should be submitted before signing the agreement.
- 8.2. If the firm/ service provider violates any of the terms and conditions of agreement, the Performance Security shall be liable for forfeiture, wholly or partly, as decided by the BRLPS and the agreement may also be cancelled.
- 8.3. The BRLPS will release the Performance Security without any interest to the service provider on successful completion of entire obligations as per the agreement.

9. Termination of Agreement

- 9.1. Any bidder found to be involved in fraudulent practices (misrepresentation or omission of facts or suppression/hiding of facts or disclosure of incomplete facts), in order to secure eligibility to the bidding process during the submission of bid or after release of Letter of Intent (LoI) or agreement formalization, shall be liable for punitive action amounting to of the bidder, including the forfeiture of concerned EMD (Bid Security) or Performance Security (as applicable).
- 9.2. The BRLPS, without prejudice to any other rights and remedies available to it, may, by prior written notice of default sent to the service provider, terminate the agreement in whole or in part, if the service provider fails to perform the services as specified in the signed agreement read with the terms of the agreement or any other contractual obligations within the time period specified in the agreement or for any breach of the agreement, the performance security may be forfeited and other suitable legal action may also be taken against the service provider.

10. Termination for Insolvency

If the service provider becomes bankrupt or otherwise insolvent, it will inform to the BRLPS with the 30 days' prior written notice to terminate the agreement. The BRLPS reserves the right to terminate, without any compensation, whatsoever, to the service provider, and BRLPS may forfeit the performance security.

11. Force Majeure

- 11.1. Notwithstanding the provisions contained in Clauses 13 and 14 the service provider shall not be liable for imposition of any such sanction so long the delay and/or failure of the

service provider in fulfilling its obligations under the agreement is the result of an event of Force Majeure notified by the appropriate government.

- 11.2. For purposes of this clause, Force Majeure means an event beyond the control of the service provider and not involving the service provider's fault or negligence and which is not foreseeable and not brought about at the instance of, the party claiming to be affected by such event and which has caused the non – performance or delay in performance. Such events may include and will not be limited to wars or revolutions, hostility, acts of public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, and freight embargoes.
- 11.3. If a Force Majeure situation arises, the service provider shall promptly notify the BRLPS in writing of such conditions and the cause thereof within fifteen days of occurrence of such event. Unless otherwise directed by the BRLPS in writing, the service provider shall continue to perform its obligations under the agreement as far as reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.
- 11.4. In case due to a Force Majeure event the BRLPS is unable to fulfil its contractual commitment and responsibility, the BRLPS will notify the service provider accordingly and subsequent actions taken on similar lines described in above sub-paragraphs

12. Notices

Notice, if any, relating to the agreement given by one party to the other, shall be sent in writing or by e-mail or facsimile or post. The addresses of the parties for exchanging such notices will be the addresses as incorporated in the agreement.

13. Resolution of disputes

- 13.1. Any dispute or difference or claim arising out of or in relation to the resultant Agreement, will be settled by reaching a mutual understanding between the parties.
- 13.2. If any further dispute arises between the parties thereupon, the same will be settled as per the existing law of land through the competent court of law under the territorial jurisdiction of Patna Courts only.

14. Applicable Law

The agreement shall be governed by and interpreted in accordance with the laws of India for the time being in force.

Chief Executive Officer cum Mission Director
Bihar Rural Livelihoods Promotion Society

APPENDIX – A

FORWARDING LETTER FOR TECHNICAL BID

(To be submitted by all tenderers / bidders in their letter head)

To,

The Chief Executive Officer cum Mission Director

Bihar Rural Livelihoods Promotion Society,

Patna Bihar.

Sub: Bid for Empanelment of Video Production Agency for Video Production and Coverage of Events for a period of Two Years

Sir,

We are submitting, herewith our bid for Empanelment of Video Production Agency for Video Production and Coverage of Events for a period of Two Years for Bihar Rural Livelihoods Promotion Society (JEEViKA) as per the Terms of Reference defined in the bid document.

We agree to accept all the terms and condition stipulated in your bid document and queries and clarifications in pre-bid meeting.

Enclosures:

- 1.
- 2.
- 3.

Signature of the Bidder/agency.....

Seal of the Bidder/agency

AUTHORIZATION LETTER FOR SIGNING OF PROPOSAL

(On Non – judicial stamp paper of appropriate value duly attested by
notary public)

POWER OF ATTORNEY

Know all men by these present, we _____ (*name and address of the registered office of the Single Entity*) do hereby constitute, appoint and authorize Mr. / Ms. ____ R/o ____ (*name and address of residence*) who is presently employed with us and holding the position of _____ as our authorized representative, to do in our name and on our behalf, all such acts, deeds and things necessary in connection with or incidental to the bid of the firm/ organization, ___ for “Empanelment of Video Production Agency for Video Production and Coverage of Events for a period of Two Years” (the “**Project**”), including signing and submission of all documents and providing information / responses to the Bihar Rural Livelihoods Promotion Society (BRLPS), representing us in all matters in connection with our bid for the said Project.

We hereby agree to ratify all acts, deeds and things lawfully done by our said attorney pursuant to this Power of Attorney and that all acts, deeds and things done by our aforesaid attorney shall and shall always be deemed to have been done by us. Dated this theday of 2025.

For
(Name, Designation and address)

Accepted

..... (Signature)
(Name , title and address of the Attorney)

Date:

Note:

- (i) The mode of execution of the Power of Attorney (PoA) should be in accordance with the procedure, if any, laid down, by the applicable law and the charter documents of the executants and when it is so required the same should be under common seal affixed in accordance with the required procedure.
- (ii) In case, an authorized director of the bidder/ agency signs the bid, a certified copy of the appropriate resolution/document conveying such authority may be enclosed in lieu of the Power of Attorney (PoA)

**PROFORMA FOR BANK GUARANTEE FOR
PERFORMANCE SECURITY**

(To be stamped in accordance with Stamp Act)

Ref: Bank Guarantee No.:

Date:

To,

The Chief Executive Officer cum Mission
Director, Bihar Rural Livelihoods Promotion
Society,
Patna.

Dear Sir,

WHEREAS.....(Name and address of the Service provider) (Hereinafter called "the Service provider" has undertaken, in pursuance of Letter of Intent(Lol) vide Letter No dated (Herein after "the Agreement") for Empanelment of Video Production Agency for Video Production and Coverage of Events for a period of Two Years for Bihar Rural Livelihoods Promotion Society (JEEViKA).

AND WHEREAS it has been stipulated in the said Lol that the service provider shall furnish a Bank Guarantee ("the Guarantee") from a Nationalized/Scheduled Indian bank for the project/ performance of "Empanelment of Video Production Agency for Video Production and Coverage of Events for a period of Two Years" for Bihar Rural Livelihoods Promotion Society (JEEViKA), as per the Letter of Intent. WHEREAS we ("the bank", which expression shall be deemed to include its successors and permitted assigns) have agreed to give the Bihar Rural Livelihoods Promotion Society (BRLPS) the Guarantee:

THEREFORE, the Bank hereby agrees and affirms as follows:

1. The Bank hereby irrevocably and unconditionally guarantees the payment of Rs.....(as applicable), to the Bihar Rural Livelihoods Promotion Society, Bihar (BRLPS), under the terms of the agreement, on account of full or partial non-performance /non-implementation and/or delayed or defective performance/ implementation. Provided, however, that the maximum liability of the Bank towards BRLPS, under this Guarantee shall not, under any circumstances, exceed the aggregate.
2. In pursuance of the Guarantee, the Bank shall, immediately upon the receipt of a written notice from BRLPS, stating full or partial non-implementation and/or delayed and/or defective implementation, which shall not be called in question, in that behalf and without delay/demur or set off, pay to BRLPS all sums demanded by BRLPS under the said demand notice, subject to the maximum limits specified in BG. A notice from BRLPS to the Bank shall be sent by Registered Post at the following address: Attention Mr.....(Mention the official address of the bidder).
3. The Guarantee shall come into effect immediately upon execution and shall remain in force for a period
4. The liability of the Bank under the terms of this Guarantee shall not, in any manner whatsoever, be modified, discharged or otherwise affected by:
 - a. Any change or amendment to the terms and conditions of the agreement or the execution of any further Agreements
 - b. Any breach or non-compliance by the bidder with any of the terms and conditions of any contracts/credit arrangement, present or future, between the bidder and the bank.
5. The Bank also agrees that the BRLPS at its option, shall be entitled to enforce this Guarantee against the Bank as a Principal Debtor, in the first instance without proceeding against agency

and not withstanding any security or other guarantee that BRLPS may have in relation to the bidder's liabilities.

6. The Bank shall not be released of its obligations under these presents by reasons of any act of omission or commission on the part of the BRLPS or any other indulgence shown by BRLPS or by any other matter or thing whatsoever which under law would, but for this provision, have the effect of relieving the Bank.
7. This guarantee shall be governed by the laws of India and only the courts of Patna, shall have exclusive jurisdiction in the adjudication of any dispute which may arise hereunder.

Date this the Day of 2025.

Witness

1: Name:

(Signature)

e)

Witness

2: Name:

(Signature)

e)

DECLARATION BY BIDDER

Format for Undertaking certifying that Entity/Promoter(s) / Director(s)/Members of Entity are not Blacklisted (On a Stamp Paper of Appropriate Value)

Affidavit

I, M/s....., (the names and addresses of the registered office) hereby certify and confirm that

we or any of our promoter(s) / director(s) are not blacklisted/barred/convicted by any court of law for any criminal or civil offences/declared ineligible by the Bihar Rural Livelihoods Promotion Society or any other entity of GoB or any entity of state government or Govt. of India, or any local self-government body or public undertaking in India for participating in future bids for unsatisfactory performance, corrupt, fraudulent or any other unethical business practices or for any other reasons, as on the date of submission of the bid documents.

And that we are hereby, declaring all ongoing litigations where our promoter(s)/director(s) are involved in with any government agency/state/central department/PSU, and as mentioned below:

- 1.
- 2.
- 3.
- 4.

We further confirm that we are aware that, our Application for the captioned Project would be liable for rejection in case any material misrepresentation is made or discovered at any stage of the Bidding Process or thereafter during the agreement period and the amounts paid till date shall stand forfeited without further intimation.

Dated this..... Day of, 2025

Name of the Bidder/ Agency.....

Signature of the Authorized Person:

Name of the Authorized Person:

Designation of the Authorized Person:

PARTICULARS OF THE BIDDER'S ORGANISATION

(To be submitted by all tenderers / bidders)

SI No.	Information Sought	Details to be Furnished
1	Name and Address of the Bidder	
2	Incorporation status of the firm	
3	Year of Establishment	
4	Date of Registration	
5	Reference Number of supporting document with regard to legal status of bidder	
6	Name, Address, Email, Phone Nos. and Mobile Number of Contact Person	
7	Bank Account Details – Bank Name, Bank Account Number and IFSC Code.	

Signature of Bidders

Date:

Place:

Name

Office Seal

Bank Guarantee for Earnest Money Deposit

To,

<Name>
 <Designation>
 <Address>
 <Phone Nos.>
 <Fax Nos.>
 <email id>

Whereas <<Name of the Bidder>> (hereinafter called 'the Bidder') has submitted the bid for Submission of RFP#<<RFP Number>>dated<<Date>>for<<Name of the assignment>> (here in after called "the Bid") to<Purchaser>

Know all Men by these presents that we <<name of financial institution>> having our office at <<Address>> (hereinafter called "the Bank") are bound unto the <Purchaser> (hereinafter called "the Purchaser") in the sum of Rs. <<Amount in figures>> (Rupees <<Amount in words>> only) for which payment well and truly to be made to the said Purchaser, the Bank binds itself, its successors and assigns by these presents. Sealed with the Common Seal of the said Bank this<<Date>>

The conditions of this obligation are:

1. If the Bidder having its bid with drawn during the period of bid validity specified by the Bidder on the Bid Form; or
2. If the Bidder, having been notified of the acceptance of its bid by the Purchaser during the period of validity of bid
 - a) Withdraws his participation from the bid during the period of validity of bid document; or
 - b) Fails or refuses to participate in the subsequent Tender process after having been short listed;

We undertake to pay to the Purchaser up to the above amount upon receipt of its first written demand, without the Purchaser having to substantiate its demand, provided that in its demand the Purchaser will note that the amount claimed by it is due to it owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee will remain in force up to<<insert date>>and including<<extra time over and above man dated in the RFP>> from the last date of submission and any demand in respect thereof should reach the Bank not later than the above date.

NOTWITHSTANDING ANYTHING CONTAINED HEREIN:

- I. Our liability under this Bank Guarantee shall not exceed Rs. <<Amount in figures>>

(Rupees<<Amount in words>>only)

- II. This Bank Guarantee shall be valid up to<<insert date>>)
- III. It is condition of our liability for payment of the guaranteed amount or any part there of arising under this Bank Guarantee that we receive a valid written claim or demand for payment under this Bank Guarantee on or before <<insert date>>) failing which our liability under the guarantee will automatically cease.

(Authorized Signatory of the Bank) Seal:

Date:

Price Format					
S.N.	Item Description	Qty.	Unit Rate including all charges in INR	GST in INR	Total Amount (INR)
		[A]	[B]	[C]	[A+B] x [C]
1	Production of 05 Min videos in Hindi with English Subtitles.	1	<p>PLEASE DO NOT QUOTE RATES HERE.</p> <p>A SEPARTE SHEET <i>(IN EXCEL FORMAT)</i> HAS BEEN PROVIDED ON E-PROCUREMENT PORTAL FOR QUOTING RATES.</p>		
2	Production of 05-10 Min videos in Hindi with English Subtitles.	1			
3	Video Editing and production of 5 Min film including Voice Over.	1			
4	Video Editing, one day video shoot and production of 5 Min film including Voice Over.	1			
5	Video Editing and production of 5-10 Min film including Voice Over.	1			
6	Video Editing, one day video shoot and production of 5-10 Min film including Voice Over.	1			
7	Document high resolution photographs on project interventions.	Per day			
8	Coverage of the Event Full Day (Videography)	Per day			
9	Coverage of the Event Full Day (Photography)	Per day			
NOTE:	Evaluation will be made activity-wise as above. Negotiation may be held on L1 rate obtained for each activity through this bidding process.				
	In case of discrepancy between unit price and the total price, unit price shall prevail.				

We agree to provide the service as per the specification mentioned in the Terms of Reference (ToR) for agreed price quoted against each activity within the period specified in the work order/s.

Signature of Bidder.....

Name

Mobile No.....

Email Id

Business Address:

Place: