



INDRAPRASTHA INSTITUTE of
INFORMATION TECHNOLOGY
DELHI

**TENDER FOR HIRING OF VIDEO RECORDING AND
EDITING FIRM TO EDIT & MAKE VIDEOS OF THE
INSTITUTE**

(IIIT-D/CC/Hiring /09/2023-24)

INVITATION FOR BID

Indraprastha Institute of Information Technology -Delhi (IIIT-DELHI), a State University created by an Act of Govt. of NCT of Delhi, invites sealed bids for making & editing high end videos for the Institute (as per specifications mentioned under Scope of Work below) for its campus at Okhla Phase-III New Delhi-110020.

1. An amount of 35,000/- (Twenty-Five Thousand only) towards earnest money (EMD) must be deposited in the form of demand draft in favor of "IIIT-Delhi Collections" account, payable at New Delhi. No interest will be paid on the earnest money deposited by the bidder. Tender Document without earnest money will be summarily be rejected. EMD is exempted for MSMEs/NSIC registered suppliers
2. The tender document can be downloaded from the Institute's [website](#). A non-refundable Tender Fee of ₹1,180/- (One Thousand One Hundred Eighty only) in the form of Demand Draft drawn in favor of IIIT-Delhi Collections", payable at New Delhi is to be deposited by the bidder. The tender fee is exempted for MSMEs/NSIC registered suppliers
3. The **last date** for submission of Bid is **25th August, 2023** up to 04:00 PM. The Technical Bids shall be opened on the same day, i.e., on 25th August, 2023 at 04.30 PM. The Tender Document should be addressed to:

**Registrar,
Indraprastha Institute of Information Technology-Delhi
Okhla Phase-III
(Behind Govindpuri Metro Station)
New Delhi-110020.**

The document should be deposited in the Tender Box kept in the Store & Purchase department in Room no. A 107, First Floor, Old Academic Block of the Institute. Bids received after 04:00 PM will not be accepted or considered under any circumstances.

Bidding Procedure:

1. Bids are invited in Two Bids System, i.e. (1) Technical and (2) Financial.

Technical and Financial bids should be sealed separately and enclosed in a sealed envelope clearly indicating separately Technical Bid for " **Video Recording and Editing services** " and Financial Bid for " **Video Recording and Editing services** " addressed to Registrar IIIT-Delhi, Okhla Industrial Area Phase-III, New Delhi-110020.

2. Sealed quotations shall be received no later than 04.00 PM on 25th August, 2023. No bids will be accepted after this date & time under any circumstances. The Institute will not be responsible for any postal/courier delay and reasons beyond the Institute's control.
3. Technical bids must contain the EMD for specified amount, along with complete technical details as desired by this tender. Technical bids of all the tenderers will be opened on pre scheduled date, time & venue. Technical bids without EMD will be summarily rejected. The financial bid will be opened after evaluation of the technical bid. Financial bid of only those meeting the requirement of the Institute will be opened and no representation in this regard will be entertained. The date, time of opening of financial bid will be communicated later through email. The EMD is exempted for MSMEs/NSIC registered suppliers.

Scope of Work

1. Video Recording and Editing services for the Institute

S.no	Specifications	Compliance (Yes/No)
1	Two professionally shot videos: Two promotional videos of the institute, shot by high-end cameras, including the drones for the aerial capture of the campus, voice-over, editing, graphics, storytelling, scripting, screenplay, interviews etc.	
2	Editing of eight hours of footage into small videos of each speaker: including, graphics, editing, voiceovers if required.	

Minimum Eligibility Requirement:

1. The bidder should have minimum five years' experience in the field of production of videos with in-house facilities & support for editing, publishing, content writing, multi-language support, broadly classified into Pre-Production, Production & Post Production activities respectively.
2. The Bidder should have expertise in converting short films on need to need basis. No separate charges will be paid for this service.
3. The Agency should be registered with the concerned tax authorities such as TIN/TAN, PAN, Service Tax, Sales Tax/ VAT department or GST as applicable from time to time and other authorities, copy of certificate to be submitted along with Technical bid.
4. The Agency/ firm/ individual must submit a list of firms & Organizations/Government departments/ Ministries for whom they have undertaken similar projects segregated as completed.
5. The Agency shall provide undertaking for maintaining Privacy, for avoiding Conflict of Interest, Statement for absolute interest, & for maintain high levels of Standards & Professionalism in providing latest & updated information/technology to The IIIT-Delhi particularly in respect of any change taking place subsequent to the tender submission.
6. The Agency shall provide certificate that the firm/organization/ corporate/ any person associated with the operation & management are not Black-Listed by any Government Department or Ministry and no criminal case / complaint is pending against them anywhere in India or abroad, copy of the certificate may be attached with the bid.
7. The Successful bidder/s shall have to enter into separate agreement with IIIT-Delhi as and when engaged for the service.
8. The agreement shall be valid for one year and can be extended further based on the performance.
9. Bidders can seek clarifications, raise technical queries, etc., related to tender by 11th August 2023 via e-mail to pallavi@iiitd.ac.in, deepali@iiitd.ac.in. And for financial queries, e-mail to ajay@iiitd.ac.in. The reply to clarifications sought or queries raised will be replied to within three working days i.e. by 17th August 2023 and uploaded on the Institute's website under <https://www.iiitd.ac.in>. Based on this the bidders may submit bids as prescribed by the due date and time. No clarifications in any other form will be provided.

INTELLECTUAL PROPERTY RIGHT:

The prospective firm/organization/ corporate/ any person associated will assign the copyright of the digital material used in the process of recordings to IIIT-Delhi without royalty claims there to. IIIT-Delhi will hold the Copyright, Trademark Rights and Intellectual Property Rights and it may be used for further research and teaching purpose, publicity, marketing, branding, promotion of the Institute as whole on other platforms with further approval from the management.

Indemnify Clause

The Agency shall indemnify the IIIT-Delhi for any injury or loss or damage caused to IIIT-Delhi on account of any infringement of copyright of another person or persons or on account of any defamatory or otherwise injurious matter contained in the produced video.

IIIT-Delhi reserves the right to cancel the tender or reject any bid in part or full without assigning any reason.

The following information must accompany the Technical Bid:

1	Name, address, and telephone number of the firm/company	
2	Name of the contact person and contact details (mobile/telephone number etc.)	
3	Name of the Bank and full address	
4	Bank Account Number	
5	PAN & GSTIN (Attach self-certified copy)	
6	Valid self-certified copy of authorization from Bidder	
7	Copy of Partnership Deed/ Certificate of registration of the company or any other document evidencing the registration of the Bidder	
8	Number of Years of Experience	
9	Details of DD towards Tender Fee: EMD:	
10	Provide the previous PO's of the same items work executed during the last three years (attested copies of the Orders to be enclosed)	
11	List of service centers, nearest location of the support center.	
12	Turnover of the Bidder in the financial years: 2020-21 2021-22 2022-23 Please attach CA certified copy of the turnover.	

I /We hereby certify that the information furnished above is full and correct to the best of my/our knowledge.

(Signature of the Authorized Signatory)
Name:
Office Seal.

Date:
Place:

TERMS AND CONDITIONS

- 1.** The Financial Bid should be valid for a period of not less than 60 days from the date of opening of Bid.
- 2.** Upon placing of the work order (WO), the successful Bidder is required to submit a performance bank guarantee (PBG) equivalent to 5% of the PO value within 15 days from the date of PO, failing which the Bidder shall be notified as blacklisted. The PBG will be valid for a period of 60 days beyond the stipulated date for cessation of the contract, which is co-terminus with the warranty period. No interest is payable on the PBG.
- 3.** PBG will be released by IIIT-D in case of termination of the contract for unsatisfactory performance and/or non-performance of the contract.
- 4.** The Services to be supplied/complete within a period of 15-20 weeks from the date of the Work Order by the Institute. If the selected bidder fails to supply the item as quoted in the Technical & Financial bid, the EMD amount will be forfeited, and the Bidder shall be notified as blacklisted or as deem appropriate by the Institute.
- 5.** Bids will be opened in the presence of Bidder's representatives, who choose to attend on the specified date and time. Only one representative shall be allowed to attend.
- 6.** Sealed Bid can be sent either by post or by messenger. The responsibility of delivery of Bid lies entirely with the Bidder.
- 7.** 30% payment will be released after the completion of video shoot & remaining payment will be done after the delivery of satisfactory HD videos along with the raw footage as per the scope of work as certified by the officer in charge of the Institute and after producing the GST invoice. Bidder does not agree to the above payment terms is requested not to submit their Bid.
- 8.** Payment will be done only if the required SLA as mentioned in the scope of work is met.
- 9.** In the event of a dispute, the Director IIIT-Delhi shall be the sole arbitrator, and his decision shall be final and binding on both parties.
- 10.** IIIT-Delhi does not bind itself to accept the lowest or any other offer and reserves the right to accept or reject any or all the offers either in full or in part without assigning any reason.
- 11.** In case the Bidder is not able to execute the work as per terms, EMD/PBG shall be forfeited.
- 12.** Bidder should provide details of its support, certification to this effect from itself. If Bidder fails to meet the SLAs, a fine of 2000/- ₹ per day for the first seven days and @ ₹ 5,000/- per day from the 8th day onwards will be levied.
- 13.** The bidder/tenderer shall submit an undertaking on its letter head, duly signed and stamped, that none of the staff, faculty members, relatives, etc. of the Indraprastha Institute of Information Technology-Delhi are related directly or indirectly to any employees, Directors, or Key Managerial Personnel, etc. of the bidder/tenderer. In the event of the IIIT-D coming to know or pointed about the same, the bidder/tenderer undertakes to deposit a sum of ₹1,00,000/- (Rupees One Lakh only) as a penalty with the Institute. Such bidders/tenderers shall be liable to be blacklisted and announced on the website of IIIT-D.
- 14.** The selected bidder has to sign an agreement with IIIT-D on a stamp paper after issue of Purchase/Work order. The agreement is attached Annexure 'Y'

PROFORMA FOR FINANCIAL BID

S. No.	Details (as per scope of work)	All Inclusive Cost (Please quote in INR only) ₹
1	Two professionally shot videos: Two promotional videos of the institute, shot by high-end cameras, including the drones for the aerial capture of the campus, voice-over, editing, graphics, storytelling, scripting, screenplay, interviews etc.	
2	Editing of eight hours of footage into small videos of each speaker: including, graphics, editing, voiceovers if required.	
	Discount, if any	
	Total Amount ₹	
	Total Final Cost (in figures) to IIIT - Delhi campus Okhla Phase III, New Delhi. The quote in financial Bid should be INR only.	

Please note the price should be quoted for each of the items and should be inclusive of all taxes/charges for IIIT-Delhi.

The discount, if any, should be mentioned herein and nowhere else.

Total Cost (all-inclusive) of quantity mentioned above (in words) at IIIT-Delhi campus:

We accept that the rate quoted above shall remain valid for a period of 60 days from the last date of the tender document, i.e., 60 days from 25th August 2023. It is certified that the rates quoted above are not more than the rates charged from any Central / State Govt. Deptt. / Institution.

(Signature and Seal of the Bidder)

Annexure Y

ON NON JUDICIAL STAMP PAPER OF RS 100/-

AN AGREEMENT made on _____ day of _____ Two Thousand Twenty-
Three

BETWEEN

(Hereinafter called the contractor, which expression shall include its proprietor, partners, heirs, executors, administrators, legal representatives, successors and assignees) WITH REGISTERED ADDRESS.....of the one part

AND

The REGISTRAR Indraprastha Institute of Information Technology Delhi, Okhla Industrial Area Phase III, New Delhi - 110020 (hereinafter called the IIIT-DELHI, which expression shall include its successors and assignees) of the other part.

Whereas the IIIT-DELHI had invited Bids <Please write tender name> ; vide its Bid Document No. _____, which shall be deemed to be a part of this agreement; FOR THE SCOPE OF WORK/SUPPLY

Whereas the contractor submitted its TENDER Bid dated _____, a copy of the price bid, submitted by the contractor, is annexed hereto as Annexure;

Whereas the IIIT-DELHI has accepted the Bid submitted by the contractor, on the terms and conditions mentioned in the IIIT-DELHI's said Bid Document and conveyed its acceptance to the contractor; vide its letter No. _____ dated _____, AND ANY OTHER CORRESPONDENCEwhich shall be deemed to be a part of this agreement;

Whereas the contractor is agreeable to the terms and conditions mentioned in the IIIT-DELHI's said Bid document;

Whereas the contractor undertakes to comply with all relevant laws like Contract Labour (Regulation and Abolition) Act, 1970; Employees' State Insurance and Miscellaneous Provisions Act, 1952; Employees' State Insurance Act, 1948; Minimum Wages Act, 1948; Payment of Bonus

Act, 1972; Payment of Wages Act, 1936; Income Tax Act; GST Act etc. and to indemnify the IIIT-DELHI from the contractor's acts of omission or commission, as regards the compliance with the relevant laws;

Whereas the contractor declares that he/she/it shall own all responsibility for any act of omission or commission, as regards the compliance with the relevant laws;

AND WHEREAS the IIIT-DELHI is agreeable to make necessary payment to the Contractor, at the rates mentioned in the Annexure annexed hereto and as per the terms and conditions mentioned in the IIIT-DELHI's said Bid Document;

In WITNESS whereof Shri (name), (designation), the authorized representative of the contractor, for and on behalf of the contractor, has hereunto set his hand and for and on behalf of the IIIT-DELHI has hereunto set his hand.

(Signature of the authorized representative of the Contractor)

Name and designation of the contractor's representative

In the presence of

1

2

(Signature of witnesses with full name and full address)

Registrar

for and on behalf of the IIIT-DELHI

In the presence of

1

2

(Signature of witnesses with full name and full address)