



BIHAR STATE ROAD DEVELOPMENT CORPORATION LIMITED

(A Govt. of Bihar Undertaking)

OFFICE OF THE DY. GENERAL MANAGER (TECH.)

PROJECT IMPLEMENTATION UNIT, 6- LANE GANGA BRIDGE

Fula Sadan (In front of Brij Honda) Patna-Bakhtiyarpur Bypass Road, Paizawa, Ranipur, Patna-8  
Mob.: 9431005728 email-piusixlane.bsrcl@gmail.com, www.bsrcl.bih.nic.in

Ref. No. BSRDC Ltd./PIU (6-Lane G.B.)-151/2018-298

Patna, Dated 11/04/2018

NIQ No.: FN.151-2018/18-19/02

**EMERGENT NOTICE INVITING QUOTATION**

**For**

**Production of 8-10 minutes Documentary to BSRDCL for 9<sup>th</sup> Foundation Day Celebration of BSRDC Ltd., Patna**

Separate Sealed quotations are invited under two Bid systems (as enclosed Part-I: Technical Bid and Part-II-Financial Bid) by the Dy. General Manager (Tech.), PIU-6-Lane Ganga Bridge from resourceful, bonafide and experienced Firms/Agencies having experience in execution of similar nature of works for such works as stated in the Annexure proposed for "Ninth Foundation Day of Bihar State Road Development Corporation Ltd." function to be held at BSRDCL HQ, RCD Central Mechanical Workshop Campus, Near Patna Airport, Sheikhpura, Patna - 14 during 3<sup>rd</sup> week of April 2018.

**Details of quotation are enclosed in separate Annexure -**

Pre-bid Meeting : 13.04.2018 at 11.30 AM at BSRDCL HQ  
Last date of issue of Quotation Paper : 16.04.2018 upto 10.30 AM  
Last date of Submission of Bid : 16.04.2018 upto 03.00 P.M. at PIU 6-Lane Ganga Bridge  
Date of opening of Technical Bid : 16.04.2018 at 03.30 P.M. at PIU 6-Lane Ganga Bridge  
Date of presentation by quotationer : 16.04.2018 at 05.00 PM at BSRDCL HQ

Any clarification in this regard, can be sought in person or phone or e-mail from Sri Mahesh Prasad, DGM (Tech.), PIU-6-Lane Ganga Bridge (+91- 9431005728) on general/purchase/technical issues.

Detailed Tender/Bid Document can be seen on website- [www.bsrcl.bih.nic.in](http://www.bsrcl.bih.nic.in).

**Dy. General Manager (Tech)**  
PIU 6-Lane Ganga Bridge  
Bihar State Road Development Corporation Ltd

*Connecting places ..... Connecting people*





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**Production of 8-10 minutes Documentary to BSRDCL for 9<sup>th</sup> Foundation Day Celebration of BSRDC Ltd., Patna**

Separate Sealed quotations are invited for Preparation of Documentary on BSRDCL for 9th Foundation Day Celebration of BSRDC Ltd., under two Bid systems (as enclosed Part-I: Technical Bid and Part-II- Financial Bid) by the Dy. General Manager (Tech), BSRDCL, Project Implementation Unit, 6-Lane Ganga Bridge at Fula Sadan (In front of Brij Honda) Patna-Bakhtiyarpur Bypass Road, Paizawa, Ranipur, Patna-8, from resourceful, bonafide and experienced contractors having experience in execution of similar nature of works for such works as stated in the Annexure proposed for Ninth Foundation Day of Bihar State Road Development Corporation Ltd." function to be held at BSRDCL HQ, RCD Central Mechanical Workshop Campus, Near Patna Airport, Sheikhpura, Patna - 14 during 3<sup>rd</sup> week of April 2018.

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Interested parties are requested to visit our website [www.bsrdbl.bih.nic.in](http://www.bsrdbl.bih.nic.in).

**General Terms & Condition**

1. The intending Quotationer can see the form on the website and the same may be obtained from the Office of the Dy. General Manager (Tech), Project Implementation Unit 6-Lane Ganga Bridge, after furnishing Xerox self-attested copies of valid certificates of Trade License, Permanent Account Number (PAN) of Income Tax Department and Professional Tax return from the concerned Deptt. Quotation forms and other documents will be issued to the Firms free of cost from this office on all working days between 11 A.M and 4.00 P.M on production of the aforesaid documents up to the scheduled date.
2. Copy of address (address for correspondence) proof certified by any govt. department, local authority, MLA, councillor of the area will have to be submitted along with the application. All originals will have to bring which will be returned after verification.
3. All firms are required to submit the following information/ documents along with their quotations failing which their offer will be ignored:
  - a) Name and full address of their Banker with their Account Number.
  - b) List of organisation/offices to which the bidding firm has rendered similar services for the last 3 years must be submitted in the format enclosed at Annexure-"I" to this tender document.

- c) Eligible Criteria: Turnover of minimum Rs.10.00 lakh for three successive years. Up-to-date Sales Tax and income tax return and relevant experience of design and printing of brochure and preparation of memento.
- d) Earnest Money Deposit in form of a DD of ₹ 20,000/- in favour of "DGM (TECH) BSRDCL PIU 6-Lane Ganga Bridge" payable at Patna. The EMD shall be returned to the unsuccessful bidders. In case of successful bidder, the same shall be retained as Performance Guarantee Money and shall be returned following the successful completion of the work. In the situation where the successful bidder refuses to execute the work the EMD/Performance Guarantee Money shall be forfeited.
4. Per piece price of each component of the item should be quoted. In case of bundled price, the offer shall be summarily rejected.
  5. The financial bid of only technically qualified bidders (**Qualifying Score: min. 70 points**) shall be opened. The undersigned reserves the right to refuse to issue quotation papers without assigning any reason what so ever and no challenge against such refusal will be entertained. The contractor will also not be entitled for any compensation for rejection of the application.
  6. Quotation may be submitted through Post/Courier/ or by hand.
  7. Quotation should be submitted in sealed cover and superscribed with the Name of the Work quotation for, with N.I.Q No.
  8. The rates are to be quoted both in words and figures as per schedule and perusing necessary Terms & Conditions attached herewith. In case of any dispute regarding rates, the rate quoted in words will prevail. The rates quoted should be considered as inclusive of sales tax and other taxes and all other charges. No claim for any extra charge what so ever will be entertained.
  9. The quotationer should sign all corrections in the quotation with the date. The Quotation must sign each page of the quotation paper, notice, relevant drawings, schedules etc. which forms part and parcel of the quotation document. The intending quotationer is required to sign in English or Hindi. Signature of quotation in all locations must be identical but the rates shall be quoted in English only.
  10. Quotationer who will sign on the Quotation on behalf of a company or firm must produce the registered documents in respect of their competency to do so, failing which the Quotation will not be considered.
  11. Conditional quotation will not be entertained and shall be deemed as 'Incompetent' and will be summarily rejected.
  12. The Quotation form issued from the Office of the undersigned must be returned with all enclosures to this office on the date of receipt of Quotation. If any Quotationer does not return the Quotation paper and do not state the satisfactory reason of non-submission of the Quotation paper within 2 (two) days, the undersigned reserves the right to disqualify the contractor to participate in any Quotation up to a period as may be decided by the undersigned.
  13. Quotation Documents are not transferable.
  14. The Quotation will be opened in presence of Quotationers or their authorized representatives who may be present at the time of opening if they so desire. The Quotationers or their authorized representatives may be permitted to put their signature on the Quotation Register or on the opening sheet of the quotation. If considered necessary, instant bid may be conducted immediately after opening of quotation in order to lower the rates obtained.
  15. The acceptance of the Quotation will rest with the accepting authority who does not bind himself to accept the lowest or any Quotation and reserves the right to reject any or all the Quotations received without assigning any reason thereof.
  16. Before submission of any Quotation, Quotationers may visit the sites and satisfy themselves about the local conditions and also other matters that may be raised in relation to the work. Any

Quotationer who shall submit quotation should be presumed to have done so as no claim whatsoever will be entertained on any account afterwards.

17. The Quotation Inviting Authority reserves the right to deny or accept or reject any or all the applications and even to annul the quotationing process at any point of time without prejudice to further action and without assigning reason thereof.
18. If any quotationer withdraws his offer before acceptance or refuse to work within a reasonable time without giving any satisfactory explanation for such withdrawal, he shall be disqualified for submitting quotation to this authority for a period as may be decided by the undersigned.
19. In case of any inadvertent typographical mistake in the document, the same will be treated to be so corrected as to confirm with the prevailing relevant schedule of rates and/or technically sanctioned estimate.
20. Letter or other instrument submitted separately in modification of the sealed quotation will not be entertained.
21. Canvassing in any form is strictly prohibited and any quotationer found to have resorted to canvassing shall be liable to have his Quotation rejected summarily.
22. Intending quotationer should note that he will have to work simultaneously with other contractors already entrusted with other work or with contractors to be entrusted with other work in the same site. The contractor will have to work in close coordination & co-operation and harmony with all the contractors engaged in the project. Any claim for idle hour, for any reason whatsoever, will not be entertained under any circumstances.
23. Departmental materials will not be issued under any circumstances. Department, unless otherwise stated means Bihar State Road Development Corporation Ltd.
24. The provision of the Power of Attorney, if any, must be subject to the approval of the department. Otherwise the department shall not be bound to take cognizance of such Power of Attorney.
25. **Payment Terms:** No advance payment shall be released. Payment shall be made on successful completion of the work on the receipt of bill.
26. BSRDCL will not be held responsible for making payment against any anticipated profit and/or compensation for any losses or price escalation whatsoever for the works as stated in the annexure of this NIQ.
27. There may be some variation in the quantities. The rate for the varied quantity shall be same as per the quoted rate.
28. Any corrigendum to this tender will be circulated through Official Website of BSRDCL ([www.bsrddcl.bih.nic.in](http://www.bsrddcl.bih.nic.in)). Participants are requested to follow the website.

  
Dy. General Manager (Tech)  
PIU 6-Lane Gagna Bridge  
Bihar State Road Development Corporation Ltd.,

ANNEXURE - I

Ref. No. BSRDC Ltd./PIU (6-Lane G.B.)-151/2018

Patna, Dated:

| Sl. No. | Name of Work                    | Quantity | Time of Completion | Eligibility                                 |
|---------|---------------------------------|----------|--------------------|---|
| 1       | Preparation of Documentary Film | 01 No.   | 0-3 days           | Resourceful, bonafide and experienced Firms |

Note:

1. The proposed/interested quotationers may visit the office of the undersigned to see the sample of brochure/memento, so that they can understand the nature of work accurately
2. The quoted rates shall be for the complete work and shall be inclusive of the cost of all materials, printing, cartage and taxes, as applicable etc.
3. The materials are to be delivered at the Office of the Dy. General Manager (Tech), Project Implementation Unit 6-Lane Ganga Bridge/BSRDCL HQ, at no extra cost.
4. The payment shall be released subject to statutory deductions, as applicable.
5. BSRDCL reserves the right to reject/cancel one or all offers without assigning any reason.

Annexure - II  
Part-1 Technical Bid

Please complete the form and enclose necessary documents where required otherwise the tender will be rejected

To  
Dy. General Manager (Tech.)  
PIU 6-Lane Ganga Bridge,  
At Fula Sadan (In front of Brij Honda)  
Patna-Bakhtiyarpur Bypass Road,  
Paizawa, Ranipur, Patna-800 008,

**Sub:** Notice Inviting Quotation for Preparation of Documentary Film on BSRDCL for Ninth Foundation Day of Bihar State Road Development Corporation Ltd. function to be held at BSRDCL HQ, RCD Central Mechanical Workshop Campus, Near Patna Airport, Sheikhpura, Patna - 14.

Sir,

The undersigned have read and examined in detail the NIQ in respect of work regarding Ninth Foundation Day function to be held in BSRDCL HQ, RCD Central Mechanical Workshop Campus, Near Patna Airport, Sheikhpura, Patna and do hereby express out interest to provide such services.

**Correspondence Details:**

|   |   |  |
|---|---|--|
| 1 | Name of the company   |  |
| 2 | Address of the Company  |  |
| 3 | Name of the Contract person to whom all references shall be made regarding this quotation           |  |
| 4 | Designation and address of the person to whom all references shall be made regarding this quotation |  |
| 5 | PAN details   |  |
| 6 | GST details   |  |
| 7 | Telephone with STD Code   |  |
| 8 | E-Mail of the contact person  |  |
| 9 | Fax No. (with STD Code)   |  |

**Documents forming part of the bid:**

We have enclosed the following:

- I. Minimum Eligibility
- II. Prior Experience
- III. Declaration letter
- IV. All the relevant documents in support of evaluation sheet of technical qualification.
- V. Financial Bid (to be put under separate sealed cover)
- VII. Letter of authorization in the name of the contact person representing the company
- VIII. Earnest Money Deposit

Thanking you,

Yours faithfully,

{Signature of the Authorized person}

Date:  
Name:  
Designation:  
Place:  
Business Address:  
Seal:

MINIMUM ELIGIBILITY

The details in respect of the company are as given under:

| Sl.No. | Particulars   |                              |
|--------|---|------------------------------|
| 1      | Name of the company   |                              |
| 2      | Year of Registration/ Incorporation (Proof to be attached)  |                              |
| 3      | Number of Employees as on March, 31,2018                    |                              |
| 4      | Annual Turnover (alongwith Proof)                           |                              |
|        |   | 2017-18                      |
|        |   | 2016-17                      |
|        |   | 2015-16                      |
| 5      | GST/Income Tax Registration No. (Proof to be attached)      |                              |
| 6      | GST/Income Tax Clearance Certificate (Proof to be attached) |                              |
| 7      | Whether EMD enclosed  |                              |
| 8      | Whether separate envelops prepared                          |                              |
|        |   | I. One for technical bid and |
|        |   | II. For finance bid          |

Yours faithfully,  
(Signature of the Authorized person)

Date:

Name:  
Place: Designation:  
Business Address:  
Seal:



ANNEXURE - III

PRIOR EXPERIENCE

(Using the format below, provide information in respect of each Department/Agency to whom similar work was provided by the Company during the last three years)

|  |  |
|--|--|
| Name of the Government organizations/ PSU's etc. alongwith their address and details of contact person from whom similar order was received and carried out (Proof to be attached) |  |
| Whether the firm has requisite infrastructure at Patna to do the job in urgent manner & sufficient manpower to do the job timely   |  |

Yours faithfully,  
(Signature of the Authorized person)

Date:

Name:  
Designation:  
Place:  
Business Address:  
Seal:

DECLARATION

Declaration letter on official letterhead stating the following:

1. We are not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this tender.
2. We are not black-listed or debarred by any Central/State Government/Public Sector Undertaking in India.

Yours faithfully,

(Signature of the Authorized person)

Date:

Name:

Place: Designation:

Business Address:

Seal:

EVALUATION CRITERIA

| Sl. No. | Name of Work   | Methodology by power point presentation (Max.30) | Experience (Max.30) |       | Turnover (Max. 20)           |       |
|---------|--|--|---------------------|-------|------------------------------|-------|
|         |  |  |                     | Marks |                              | Marks |
| 1       | Production of 8-10 minutes Documentary Film on BSRDCL (as per Specification and quality of earlier year) | 50 Marks (Max. Marks)                            | 10 Years & above    | 30    | More than Rs.10.0 Lakh       | 20    |
|         |  |  | 5- to 10 years      | 20    | Rs.10.0 Lakh to Rs.7.50 Lakh | 15    |
|         |  |  | 1- to 5 years       | 10    | Rs.7.50 Lakh to Rs.5.00 Lakh | 10    |
|         |  |  | Less than 1 Year    | 5     | Less than Rs.5.00 Lakh       | 05    |

1. Qualifying Score: min. 70 points for each work Items at Sl. No. 1
2. Quotationers qualifying with minimum marks in both categories will be shortlisted for award of work and the quotationer who obtains the highest marks would be awarded the work.
3. If the person awarded the work is not able to execute the work, then the second successful quotationer will be awarded the work

ANNEXURE - III  
Part-2 Financial Bid

PROFORMA FOR FINANCIAL BID  
(TO BE PUT SEPARATELY UNDER SEALED COVER)

1. Name of the Company, address, etc.

2. Details of rate quoted:

| Sl. No   | Particulars                | Unit | Rate per unit ( in figure & Words) | Amount (Rs.) |
|----------|----------------------------|------|------------------------------------|--------------|
| 1        | Documentary Film on BSRDCL | 01   |                                    |              |
| Total    |                            |      |                                    |              |
| (Rupees) |                            |      |                                    |              |

Yours faithfully,  
(Signature of the Authorized person)

Date:

Name:  
Place: Designation:  
Business Address:  
Seal:

## SCOPE OF WORK

Production of 8-10 minute documentary film to BSRDCL work and highlight, with the theme "connecting places..... connecting lives". Highlights of all projects run by BSRDCL with covering important aspects of the BSRDCL in road project on High Definition format. The film should capture as a role of BSRDCL in development of Bihar. The film shall also highlight the strength of BSRDCL and initiatives taken by BSRDCL for construction, social work, quality control etc.

## SELECTION PROCEDURE

A Committee in BSRDCL will carry out a preliminary screening of the bidders and will shortlist the bidders fulfilling the prescribed requirements. The short listed bidders will be required to make technical presentation before the selection committee. Technical assessment will be based on Profile & Track Record, Concept, Story Board and treatment of the documentary and the background of Director/AD. The marking would be done on all the presentations. The vendors who secure minimum 70% marks (49 out of 70 marks) in technical presentations will be short listed and their financial bids shall then be opened. Financial bid will carry a maximum of 30 marks. The calculation of marking will have the following method:  $L1 = 30$  marks  $L2 = 30 \times L1$  (the cost quoted by L1)/L2 (the cost quoted by L2) and similarly L3, L4 ----- (depending on no. of parties)

After the financial marks are obtained the technical and financial marks will be added up and the bidder scoring highest aggregate marks will stand selected.

Selection Committee reserves the right to accept or reject any or all the bids at any time prior to award of contract/order, without assigning any reasons and without incurrance of any liability on BSRDCL. BSRDCL also reserves the right to negotiate the prices with the selected bidders to bring down the prices.

### Time Line:

After selection of the agency, the agency will be issued a work order. On accepting the work order, the agency will immediately start shooting for the film as per the concept note.

All Necessary permissions for the film shoot will be obtained by the agency with the help of BSRDCL.

The agency is required to complete the shoot within 02 days of receiving the work order and submit script, storyboard and a rough cut of the film for preview and approval. After obtaining approval on the rough cut, the agency will submit the final version within 02 days, incorporating voice over, music track, etc. for final review and approval.

### Other important Information

The ownership of the documentary film both the unmixed & mixed versions will at all times rest with BSRDCL and the agency will have no proprietary or other rights in respect to the same and will not use the material in any way.

