



CENTRAL UNIVERSITY OF SOUTH BIHAR

SH-7, Gaya Panchanpur Road, Village – Karhara, Post. Office – Fatehpur, Gaya – 824236, (Bihar)

Notice inviting Tender

Tender No - CUSB/NRC/EDU/Tender/01/2018-19

Date :- 2/11/2018

National Resource Centre for Education, School of Education, **Central University of South Bihar** Gaya, invites sealed quotations from the eligible vendors for “**Video Shooting of Lectures**”. Interested service providers are requested to submit the tender latest by **16/11/2018 till 5:00 PM** to the below mentioned address:

The Coordinator
National Resource Centre for Education
School of Education
School of Social Science & Policy Building
Central University of South Bihar
SH-7, Gaya- Panchanpur Road, Village- Karhara, Post- Fatehpur
P.S- Tekari, District- Gaya (Bihar), PIN- 824 236
Email- nrceeducation@cusb.ac.in
Contact – 9473294769
Website- www.cusb.ac.in

Index for Tender Form

Sl. No.	Items	:	Details
1.	Tender Notice No	:	CUSB/NRC/EDU/Tender/01/2018-19,
2.	Tender Date	:	02/11/2018
3.	Name of the Work	:	Video Shooting of Lectures (Total 20 Hours) Approximately 40 Videos of 30 minutes each.
4.	Tender Cost	:	Non Refundable ₹ 500/- (₹ Five Hundred Only) in form of Demand Draft only
5.	Earnest Money Deposit	:	Refundable Earnest Money Deposit (EMD) of ₹ 20,000/- in shape of Demand Draft/ FDR etc.
6.	Start of submission of bids	:	03/11/2018
7.	Last date and time for submission of bids	:	16/11/2018 by 5:00 PM
8.	Date and Time of opening of Technical Bid	:	17/11 /2018 from 2:15 PM onwards
9.	Date and Time of opening of Financial Bid	:	17/11 /2018 from 4:15 PM onwards
10	Place of opening of bids	:	School of Education, School of Social Science & Policy Building, CUSB, Panchanpur, Gaya

Bidders are requested to read the complete tender documents and visit the site to understand its locality, terrain, surrounding conditions etc. before submission of Bids. Queries related to tender may be send by the intended bidder at E-mail:- nrceeducation@cusb.ac.in, or Contact-9473294769.



Introduction

01. The mandate of National Resource Centre (NRC) is to prepare and online refresher Programme for Higher Education Faculty in Education and launch the same through SWAYAM platform.
02. The Course under preparation has segment of vide lectures of total 20 hours duration (Approximately 40 videos of 30 minutes each).
03. We request all studios and vendors with recording studio of the country who are capable to record and edit the video lectures of the experts as per the SWAYAM guidelines and technical specification (available at [http://www.sakshat.ac.in/officedocumentuploaded/27-06-2017/ GuidelinesSWAYAM.pdf](http://www.sakshat.ac.in/officedocumentuploaded/27-06-2017/GuidelinesSWAYAM.pdf)) to send their Tender with all the details about their recording facility etc. and enclosures, if any, and rate of work at the address given on the top of the tender document.

Eligibility /Evaluation Criteria

01. Valid GST Number.
02. Annual turnover should be minimum 20 Lakh per Financial Year of last three consecutive years (2017-18, 2016-17 & 2015-16).
03. Profit Making company.
04. The vendors must have the:-
 - (a) Facility of video shooting at Central University of South Bihar campus along with the studio as per the convenience/choice of the expert NRC.
 - (b) Shooting of videos in different phases as decided by the NRC.
 - (c) Vendors with tie-up/collaboration/experience of working for any government organization like SWAYAM/Doordarshan etc.
05. **Payment Terms:-** 50% payment of the quoted rate shall be released after production & editing of 20 Hours videos under certification by the Coordinator NRC. Final payment shall be made only after successful completion of job. All the revision/re-shooting/re-editing, if desired by the National coordinator/NRC, shall be done by the vendor in time bound manner without extra payment. The rates quoted by vendors should include charges for the complete task including each and every thing related to shoot. The vendors are advised to share their sample video, if any, for reference of the committee.
06. Please mention following details super scribed on the face of the envelop.
 - a) Last date and time of submission of the Tender: 16/11/2018, till 05:00 PM
 - b) Tender Ref No. CUSB/NRC/EDU/Tender/01/2018-19.

Bidders are requested to read the complete tender documents and visit the site to understand its locality, terrain, surrounding conditions etc. before submission of Bids. Queries related to tender may be send by the intended bidder at E-mail:- nrceducation@cusb.ac.in, or Contact-9473294769.



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07. Tender documents will be on **Two bid system** and must be accompanied by the Tender Fee/ Bid Security Form/Earnest Money Deposit.
08. The tender must be submitted in three separately sealed envelopes marked as “A”, “B”, & “C”. The language used shall be English. In case any information is given in foreign language, then translated (in English) copies of those pages must be enclosed, failing which the tender will be summarily rejected.
09. **ENVELOPE ‘A’ (Earnest Money & Tender Cost)**
The tender shall be accompanied with the cost of the tender document as ₹ 500/- (₹ Five Hundred only) and earnest money of ₹ 20,000/- (₹ Twenty Thousand only) as mentioned in the form of Demand Draft/FDR etc. in favour of **Central University of South Bihar, payable at Gaya** issued by any Scheduled Bank, **failing which the tender will not be accepted.**
10. The tender cost and EMD are not required to be submitted by bidders who are exempted in terms of MSME, Govt. of India guidelines. However, they are required to furnish requisite valid certificate in this regard issued by the Competent Authority.
11. **ENVELOPE ‘B’ (Technical Bid Document)**
Tenderers should establish their credentials by giving valid documentary evidences of similar services as defined in this document to have been executed in India.
12. **Envelope ‘C’ (Financial Bid Document)**
The Envelope ‘C’ shall contain the tender documents and information related to the schedule of quoting the rates etc. of the item pertaining to the Financial Bid on the Financial Bid document, issued by CUSB, along with the tender document.
13. All the three envelopes shall be submitted together in another big envelope sealed and superscribing thereon Tender for **Video shooting of Lectures.**
Envelope ‘A’ (Earnest Money & Tender Cost),
Envelope ‘B’ (Technical Bid Document), and
Envelope ‘C’ (Financial Bid Document), shall be in separate sealed envelopes, each marked as “Envelope ‘A’, Envelope ‘B’ and ‘Envelope ‘C’, respectively
The envelope marked ‘Envelope ‘B’ of only those Tenderers shall be opened, whose earnest money & tender cost are placed in the ‘Envelope ‘A’ and found to be in order.
14. Sealed proposal should reach at the address mentioned on the top of tender document by Registered Post / Speed Post or by Hand to be dropped into the **Tender Box placed in School of Social Science and Policy Building.** Any proposal received after the last date shall not be entertained
15. Conditional bids shall not be considered and will be rejected summarily.

Bidders are requested to read the complete tender documents and visit the site to understand its locality, terrain, surrounding conditions etc. before submission of Bids. Queries related to tender may be send by the intended bidder at E-mail:- nrceducation@cusb.ac.in, or Contact-9473294769.



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Bidder Information

(Technical BID)

Following proforma should be filled in and duly signed by the firm and send alongwith the quotation/bid.

1.	Tender Ref. and date	
2.	Name of the Firm :	
3.	Postal Address of the Office of the Firm (Attach Proof)	
4.	Details of Demand Draft for Application Fees in favour of Central University of South Bihar, Payable at Gaya (Non Refundable) (i) Demand Draft No. : (ii) Date of Issue : (iii) Issuing Bank :	
5.	Details of Demand Draft for EMD in favour of Registrar, Central University of South Bihar, Payable at Gaya (Refundable). (i) Demand Draft No. : (ii) Date of Issue : (iii) Issuing Bank :	
6.	<u>Contact Information :</u> (a) Name of the contact person : (b) Telephone Number : (c) Mobile Number : (d) Fax Number : (e) E-Mail : (f) Website address, if any :	

Bidders are requested to read the complete tender documents and visit the site to understand its locality, terrain, surrounding conditions etc. before submission of Bids. Queries related to tender may be send by the intended bidder at E-mail:- nrceducation@cusb.ac.in, or Contact-9473294769.



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7.	Kind of Firm Name and address of Directors/Managing Directors/Proprietor/Partners .
8.	Whether you are income tax payee? If yes, please submit a copy of Income tax return filed for last three consecutive years.
9.	Your Permanent Account No. (PAN): Your Goods and Service Tax (GST) No. (Copy Attached)
10.	Bank Details (a) Name of the Bank : (b) Address : (c) Bank Account No. : (d) Name of the Account holder : (e) IFSC code : (f) MICR code : (g) Date of opening of Account : (h) Type of Account (Saving / Current):
11.	Annual Turnover of the firm FOR THE LAST 3 CONSECUTIVE FINANCIAL YEARS : (a) 2015-16 : (b) 2016-17 : (c) 2017-18 : Please attach audited copy of Balance Sheet/Turnover Certificate issued by Chartered Accountant).
12.	Have your firm ever been debarred / blacklisted for doing business from any Government Organization? If No, Please furnish an affidavit raised on non – judicial stamp paper of Rs. 100 (Rupees hundred Only)

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Declarations:

1. I/We _____ (Names of Partners/Proprietors or Directors) do hereby declare that the entries made in this application form are true to the best of my/our knowledge and belief.
2. I/We also undertake the responsibility to communicate all subsequent changes in the constitution or working of firm, affecting the accuracy of the facts, stated above.
3. I/We accept you all terms & conditions.

Place :

Signature of Partner/Proprietor/Director
(Seal of the Firm)

Date :

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Undertaking for Check List

We hereby declare that the following requirements have been fulfilled by us –

01. List of clients where the firm is provide services/work has been done, along with their performance certificated and attested photocopies of LOA/Work Order.
02. The enclosed certificates and proforma duly filled in and signed.
03. Documentary evidence for the turnover of last three consecutive years along with copy of the audited balance sheet for both manufacturer and authorized dealer.
04. Demand Draft of ₹ 500/- (in case tender form downloaded from Website) **in favour of “Central University of South Bihar, Payable at Gaya.**
05. Earnest Money Deposit (EMD) amount ₹ 20,000/- (₹ Twenty Thousand Only) to be submitted along with the Proposal in form of Demand Draft in favour of **“Central University of South Bihar, Payable at Gaya”.**
06. Copy of Small Scale Unit/ MSME/ NSIC Registration under relevant items (if registered).
07. Registration Certificate of Central Excise, wherever applicable.
08. Registration Certificate of GST/ C.S.T. and other Taxes of State Govts.
09. Copy of Income Tax Returns for 3 years for both the manufacturer and authorized dealer.
10. Copy of GST / Sales Tax / VAT Assessment for 3 years for both the manufacturer and authorized dealer.
11. Undertaking for Quality Control System – Copy of Certificate pertaining to ISO, BIS etc.
12. **Every page of the tender documents and the enclosed copies of the certificates must be signed with seal.**

We hereby agree that in the absence of any of the above documents / information, the Proposal may be summarily rejected without making any further reference to us.

Date:

Signature with seal



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FINANCIAL BID

Name of the Bidder: _____

Sr. No.	Work	Rate ₹ (inclusive all taxes)	Remarks
1	Recording and uploading of Video lectures of total 20 hours duration (Approximately 40 Videos of 30 minutes each) for SWAYAM, Production cost (including cost of studio, set crew and instructional designer, Multimedia or outdoor shooting inputs & Post production.		

* No Overwriting/Fluid. Erazex is allowed.

Signature of the bidder with seal

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