

**GOVERNMENT OF ASSAM**  
**FINANCE (INSTITUTIONAL FINANCE) DEPARTMENT**  
F-Block, Second Floor, Assam, Secretariat, Dispur, Guwahati-781006

No. FIF.124/2020/1

Dated Dispur the 23<sup>rd</sup> November, 2020

**Short Tender Notice for**  
**PRODUCTION OF VIDEOS ON ORUNODOI SCHEME OF**  
**GOVERNMENT OF ASSAM**

Issued By:

Finance (Institutional Finance) Department

F Block Second Floor, Assam Secretariat

Dispur, Guwahati-6

**1. PROJECT BRIEF:-** Finance Department Government of Assam is implementing “Orunodoi Scheme” which is described as the “foremost bead” among the major schemes announced by the Finance Minister in the Budget Speech 2020-21.

In this regard, Finance Department, Government of Assam wants to Produce a Short Video including all aspects of the Scheme through a Firm having expertise in this sector.

**2. ELIGIBILITY CRITERIA :-**

<b>Criteria</b>	<b>Documents</b>
It should be a proprietary firm/partnership firm/ company registered with the Government under relevant Act/Rules.	Certificate/Self-Declared Certificate
The Firm must not have been blacklisted by any Government/ Ministry/Department/PSU, nor should they have been debarred from dealing with any public Department.	Self-Declared Certificate
The Firm must be registered with all Government/statutory authorities such as Sales Tax Department, GST, Income Tax Department, etc. as required in the normal course of business to render providing similar services.	GST Certificate
The Firm should have experience of making at least three videos of either State Government Department, PSUs or Big Private Organizations. Copies of work order/Completion Certificate should be submitted. Preference will be given to the firm having worked for Assam Government Projects.	Work Order/Self Declared Certificate
The registered office of the firm should be in Assam.	Address Proof Document

**3. ESSENTIAL DOCUMENTS:**

- a. GST Registration Certificate.
- b. PAN Card and Bank details
- c. Work Orders of Previous Assignment.

d. Address Proof of Local office i.e. office at Guwahati.

#### **4. SCOPE OF WORK:-**

- a) The duration of short film is approximately 10 minutes
- b) The short film to be made shall contain Features of the Scheme, Interview of the Beneficiaries, Byte from Hon'ble Chief Minister of Assam and Hon'ble Finance Minister of Assam.
- d) The voice over shall be in Assamese.
- e) Shooting must be by high end HD camera.
- f) The project must be completed within 3 days from the release of work order

#### **5. BID PRICE :-**

- a) Bidders shall not be allowed to modify the quoted price / offer discounts after the stipulated date and time for submission of quotations.
- b) The Prices shall be quoted in Indian Rupees only.
- c) All required accessories for has to be provided from the Bidders end.
- d) Each bidder shall submit only one quotation. Bidder shall not contact other Bidders in matters relating to this Quotation.

#### **6. VALIDITY OF QUOTATION:-**

Quotation shall remain valid for a period 3 months after the last date for submission.

#### **7. EVALUATION OF QUOTATIONS:-**

The Purchaser will evaluate and compare the quotations determined to be substantially responsive i.e. which

- (a) are properly signed; and
- (b) Conform to the terms and conditions, and specifications.

Bid prices shall be evaluated exclusive of GST. However, bidders are requested to state the estimated amount of GST payable, which shall be reimbursed by Finance Department

In case the bidder does not mention GST amount, it will be deemed zero.

#### **8. TIME SCHEDULE:-**

Issue of Quotation	23/11/2020	4:30 PM
Submission State Date	23/11/2020	4:30 PM
Submission End Date	25/11/2020	4:30 PM
Opening Date	25/11/2020	5:00 PM

## **9. AWARD OF WORK ORDER:-**

The TIA will award the Work order to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.

- 9.1 Notwithstanding the above, the TIA reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.
- 9.2 The bidder whose bid is accepted will be notified of the award of contract by the TIA prior to expiration of the quotation validity period.

10. You are requested to provide your offer (scanned copy of the signed quotation) latest by 4:30 PM on 25<sup>th</sup> November 2020 by email to [financeifdepartment@gmail.com](mailto:financeifdepartment@gmail.com)

Sd/-

Director

Finance(Institutional Finance )Department

F Block, Finance Department