

Short Tender Notice

Tender Document for Creating Videos on 'Ease of Doing Business' initiatives

1. Important Dates:

- a) **Pre-Bid Meeting date:** 23/07/2019 at 3.00 p.m. in the office of Director-Industries, 3rd Floor, Directorate of Industries, Nepal House, Doranda, Ranchi, Jharkhand-834002
- b) **Last Date for Bid Submission (Technical and Financial):** 27/07/2019 at 1.00 p.m. in the office of Director-Industries, 3rd Floor, Directorate of Industries, Nepal House, Doranda, Ranchi, Jharkhand-834002
- c) **Technical and Financial Bid Opening date:** 27/07/2019 at 3.00 p.m. in the office of Director-Industries, 3rd Floor, Directorate of Industries, Nepal House, Doranda, Ranchi, Jharkhand-834002

2. Introduction and scope

Single Window, under the aegis of Jharkhand Industrial Infrastructure Development Company and Dept. of Industries is undertaking many initiatives under 'Ease of Doing Business'. For creating awareness among businesses about these initiatives, it is decided to have small videos prepared, which may be placed on single window as are sharable over social media and WhatsApp. Thus, the task is to develop one-minute videos on following topics with text/ titling:

- | | |
|--|--|
| a) Single Window and approvals available with timelines/ taxes | f) Factory Map Approval/ license |
| b) Land records and RRLRD reforms | g) Single Window BPMS & Jt. inspection |
| c) Info wizard and CAF | h) Electric connection |
| d) JSPCB - CTE, CTO, Hazardous waste | i) SUDA services |
| e) Court related | j) Facilities at JIADA |
| | k) |

Bids are thus invited from eligible agencies to develop these videos. Content will have to be created in coordination with the Single Window team. Rest of the images, photographs, props, music (non-copyrighted) will have to be arranged by the bidder.

3. Data sheet

#	Stage	Details
1	Name of the Bid	Selection of agency for Creating Videos on 'Ease of Doing Business' initiatives
2	Time-period of contract	4 weeks
3	Method of selection	Combined Quality Cum Cost Based Selection (CQCCBS): 70:30
4	Bid Processing Fee	Nil
5	Ernest Money Deposit (EMD)	As Bank Draft of INR 20,000/- in the name of Director, Industries, Directorate of Industries Payable at Ranchi
6	Financial Bid to be submitted together with Technical Bid	Yes
7	Name of the Authority's official for addressing queries and clarifications	Office of Director Industries, Third Floor, Nepal House, Doranda, Ranchi 834002
8	Proposal Validity Period	60 days from Proposal Due Date
9	Proposal Language	English/ Hindi
10	Proposal Currency	INR
11	Consortium to be allowed	No
12	Sub-contracting is allowed	No

4. Technical Evaluation and documents to be submitted

#	Criteria	Essential document required	Marks
1.	Bidders may be a private, public or government-owned legal entity registered with any government department/ agency	Copy of Registration certificate	Nil
2.	Bidder is black listed by the any Central/ State Government/ Municipal Corporation authority/Government Departments in India on the date of submission of the Bid	Undertaking on bidder's letterhead	Nil
3.	Bank Draft/ Pay Order towards EMD/ Bid Security of Rs. 20,000/- (Rupees Twenty Thousand only).	EMD	Nil
4.	The Bidder shall submit an undertaking, authorizing the signatory of the Bid and to commit the Bidder, along with submission of Bid	Undertaking	Nil
5.	Proof of Annual Turnover for last three financial years	CA certificate	Nil
6.	Pan Card	Copy of PAN Card	Nil
7.	Service Tax/GST Registration.	Copy of registration	Nil
8.	3 Sample of similar work, as described in the scope (professional quality 20 marks; animation 20 marks; professional music 20 marks)	CD/ Pen drive along with work order	60
9.	Concept of any one video as listed above in scope	2 A4 pages and a presentation	40

Financial Proposals of only those Applicants who scores at least 60% marks in Technical evaluation will be considered for further process of financial evaluation.

5. Financial Evaluation and rates determination

Bidder shall quote the rates as per IPRD rates, which were determined through letter no. 02/2014/3 dated 15.01.2014, IPRD rates will be the upper limits of financial bid evaluation.

6. Final Evaluation of Bids

The Bidder shall be selected on the basis of Combined Quality Cum Cost Based Selection (CQCCBS) 70:30 and bidder with highest marks would be awarded the contract.

70 % weightage will be awarded for Technical Evaluation and 30 % weightage will be awarded for Financial Evaluation Technical Bid will be assigned a Technical score (Ts)

out of a maximum of 100 points, as per the Scoring Model provided above. The Financial scores would be normalized on a scale of 100, with lowest score being normalized to 100 and the rest being awarded on a pro-rata basis. Such normalized scores would be considered for the purpose of CQCCBS based evaluation, explained below.

Final Evaluation Criteria -Combined Quality Cum Cost based selection (CQCCBS)

The individual Bidder's Financial scores (FS) will normalized as per the formula below:

$$F_n = F_{min}/F_b * 100 \text{ (rounded off to 2 decimal places)}$$

Where, F_n = Normalized Financial score for the Bidder under consideration, F_b = Absolute financial quote for the Bidder under consideration, F_{min} = Minimum absolute financial quote.

$$\text{Composite Score (S)} = T_s * 0.7 + F_n * 0.3$$

The Bidder with the highest Composite Score(S) would be awarded the contract.

7. Terms of Payment

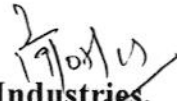
The agreed fee (Contract Price) shall be released as mentioned below, subject to acceptance of deliverables by the Authority:

- a) Mobilization Fee of 10% (Ten percent) of the amount quoted will be given within 7 days of issuance of the work order.
- b) Balance 90% (Ninety percent) payment will be paid within 15 days of successful presentation of videos to the authority and corrections carried out.

8. Submission of Tender

8.1 Technical proposal envelope as per table above on Technical evaluation criteria.

8.2 Financial proposal envelope containing Cover Letter with financial quote per unit video.


Director, Industries,
Directorate of Industries,
3rd Floor, Nepal House,
Doranda,Ranchi,
Jharkhand-834002