

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
DIRECTORATE OF EDUCATION: CARETAKING BRANCH
ROOM NO. 254-256, OLD SECTT., DELHI-110054.**

F.1/945 /CTB/2020-21/Part -I/ 775

Dated: 02/07/2021

Sub: Tender Enquiry regarding "Creation of Videography of Theme Song covering Community Outreach that will inspire the youth while highlighting the Independence day live telecast on TV channels".

Sir,

The Directorate of Education intends to call quotations for "**Creation of Videography of Theme Song covering Community Outreach that will inspire the youth while highlighting the Independence day live telecast on TV channels**" for Dte. of Education, GNCT of Delhi, Delhi". The detail terms & conditions are as under:-

SCOPE OF WORK:-

S. NO.	ITEM
1	Creation of Videography of Theme Song covering Community Outreach that will inspire the youth while highlighting the Independence day live telecast on TV channels

Technical Terms & Conditions:-

- 1 The bidders have to submit the following documents :-

S. No.	Documents asked for	Page number at which document is placed
1.	Copy of self attested with One recent passport size photograph of the Authorized person of the firm/agency, with name, designation, address and office telephone numbers. If the bidder is a partnership firm, name designation, address and office telephone number of Directors/Partners also.	
2.	Copy of self attested copy of the PAN card issued by the Income Tax Department	
3	Copy of Under taking on a Stamp paper of Rs.100/- (Rupees one hundred only) that the Agency has not been blacklisted by any of the Department/ Organizations /autonomous	

	bodies/ undertaking of the Govt. of India/Government of NCT of Delhi and no criminal case is pending against the said firm/agency.	
5.	Cpy of self attested copy of GS Tax Registration No.	
6.	Copy of Annual returns of previous three years (2017-18, 2018-19 & 2019-20) duly verified by chartered accountant	
7.	Proof of experiences of last three financial years	

2. Each and every document submitted along with the quotation should be signed by the Prop./partner/Authorized signatory.
3. Any person who is in Government service or an employee of the Department should not be made a partner to the contract, by the tenderer directly or indirectly in any manner whatsoever.
4. The Department reserves the right to cancel the tender or to withhold payment in the event of non-commencement or unsatisfactory performance by the agency. In such an eventuality, the Department further reserves the right to get the work done from open market at the cost of the agency. Agency may be blacklisted by the Government for a period of three years to participate in any type of tender & his security money shall also be forfeited.
5. If any information furnished by agency is found to be incorrect or false at any time, the tender will be liable to be terminated without any notice and the security deposit is liable to be forfeited including black listing of agency.
6. The Department reserves the right to terminate the tender at any time without assigning any reason.
7. The agency shall indemnify the Department against all damages/charges and expenses for which the Government may be held liable to pay on account of the negligence of the agency or any person under his control whether in respect of accident, injury to the person or damages to the property of this department or any member of the public or any person or in executing the work or otherwise and against all damages and demands thereof.
8. In the event of specified date of opening of tender having been declared as a holiday, the tender shall be opened at the same place and same time on next working day.
9. In the event of any dispute arising out in connection with the interpretation of any clause in the terms & condition of the NIQ, or otherwise the matter shall be

referred to the Arbitrator nominated by the Chief Secretary, Delhi. The Courts at Delhi/New Delhi shall have the exclusive jurisdiction in connection with any dispute/litigation arising out of this tender.

Financial Terms & Condition:-

1. The agency is required to submit their PRICE BID in following format:-

PRICE-BID

S.N	ITEM	Rate (in Rs) (exclusive of all taxes)
1	Creation of Videography of Theme Song covering Community Outreach that will inspire the youth while highlighting the Independence day live telecast on TV channels	

2. Technical Evaluation Criteria

Evaluation Criteria (Technical Stage-1)	Marks	Max Marks
Submission of Required Documents		70
Minimum Marks required to Qualify at stage -I	35	
Evaluation of Experience certificates and turnover of the bidders		30
Minimum Marks required to Qualify at stage -II	15	
Total (Minimum marks required for both stages)	50	100

3. The rate should be offered exclusive of all taxes, duties levies etc. and no claim on any account shall be entertained.
4. The rate shall be valid during entire work period i.e. with effect from the date of issue of work order and on same terms and conditions.
5. The L-1 bidder will be selected on the basis of overall Lowest Rate.

- 6 Successful agency will have to submit Performance Security @ 3% of value of work in the form of Fixed Deposit Receipt/Bank Guarantee from any of scheduled bank in favour of Director, Directorate of Education, Delhi, along with a signed contract/agreement within 07 days from the date of award of work order, to provide the above work at the approved rates up to the validity of tender.
- 7 The payment towards the contract will be made after completion of work .
- 8 In view of above, you are requested to submit your quotations (Price Bid in prescribed format and other technical documents as sought above in a sealed big envelope scribed.
- 9 The quotation must be reached to Caretaking Branch latest by 06th July'2021 (11:00am) and it will be opened on the same day at 01.00pm. Delayed quotation will not be entertained and no further correspondence will be made in this regard.

Sd/—
(RAVINDER KUMAR)
OSD (CTB)

Copy to:-

1. OS(IT) to upload the same on website of department.