

Rs. 200.00

WEST BENGAL POLLUTION CONTROL BOARD
(Department of Environment, Govt. of West Bengal)



COMPETITIVE BIDDING

**TENDER DOCUMENTS FOR MAKING AD-SPOT AND JINGLES
FOR TELEVISION MEDIA AND FM CHANNELS**



-:INVITED BY:-

**WEST BENGAL POLLUTION CONTROL BOARD,
PARIBESH BHAWAN,
10A, BLOCK LA, SECTOR III,
BIDHANNAGAR, KOLKATA – 700 098
PHONE: 2335 9088/0261, FAX: 2335-8073/6730**

WEST BENGAL POLLUTION CONTROL BOARD

NOTICE OF INVITATION OF TENDER

Ref: 001/April/1M-5/2015

Date: 23.04.2015

Sealed tender in duplicate is invited from bonafide, resourceful and competent agencies, film and jingle makers having sound financial capacity and experience in such jobs for making ad-spot and jingles. The tendering is a two part process, technical and financial. Technical bids will be opened and evaluated first. Financial bids of technically successful bidder(s) will only be opened.

The tender documents may be downloaded from the Board's website at www.wbpcb.gov.in/cgi-bin/notice.cgi against payment of Rs. 200/- (Rupees two hundred) only through demand draft in favour of "West Bengal Pollution Control Board" payable at Kolkata to be submitted along with technical bid as mentioned below.

DESCRIPTION

1.	Items	: i) One 30 seconds ad-spot in Bengali version (taking help from celebrities of different field). ii) Names of the celebrities to be mentioned. ii) Three 20 seconds jingles.
2.	Subject	: i. For Ad-spot a) General environment (not exceeding 2/3 theme on environmental issues) ii. For jingles a) Noise Pollution b) Air Pollution c) Water Pollution
3	Specifications	For Ad-spot Camera: HD, Minimum pix cell requirement 1920 X 1080 Edit suit: FCP (final Cut Pro) platform Script: Bengali Duration: 30 secondage Graphics: Graphics (GFX), animation and special effects as per requirement of story line. Voice over: Reputed male/female VO artists, with an option of language Master film: In Bengali. Sound: Stereo type. Music: Customise, to be composed by well-known/reputed composer. Final Output: Digi beta/HD quick time

		<p>For jingles</p> <p>Audio: HD Recording in 24 bit at 48 khz.</p> <p>Recording and Mixing: In “Protools” for best output</p> <p>Duration: 20 secondage each for three jingles</p> <p>Voice Over: Reputed male/female VO artists, with an option of language</p> <p>Sound: Stereo type</p> <p>Music: Customise, to be composed by well-known/reputed composer</p>
4.	Cassette/CD	<p>i. For Ad-spot</p> <p>a) One DIGI-BETA master file (Uncomposed rush file),</p> <p>b) Five Normal DIGI-BETA</p> <p>ii. For jingles</p> <p>a) One DVD master file (Uncomposed rush file),</p> <p>b) Five Normal DVD</p>
5.	Earnest Money (at the time of submission of tender)	<p>: Rs. 7,000/- (Rupees seven thousand) only by Crossed Demand Draft payable at Kolkata and drawn in favour of “West Bengal Pollution Control Board”.</p>
6.	Time and date of submission	<p>: One sealed tender contains two separate sealed envelopes namely:-</p> <p>a) Technical bid (as per appendix-A) : This should include :-</p> <ol style="list-style-type: none"> 1. One story line per subject (as mentioned sr. no. 2) for ad-spot and jingles. Each page should be signed and stamped. 2. Three CDs of previously made three ad-spot and jingles of Government or semi-Government projects. 3. Earnest money of Rs.7,000/- (Rupees seven thousand) only by Crossed Demand Draft payable at Kolkata and drawn in favour of “West Bengal Pollution Control Board”. 4. Another Crossed Demand Draft of Rs.200/- payable at Kolkata and drawn in favour of “West Bengal Pollution Control Board” as tender document cost. <p>b) Financial bid (as per appendix-B): Page no. 8 & 9 with your rate (Form of Tender).</p> <p>Please drop your sealed tender in the marked box kept at the Ground Floor at Paribesh Bhawan before 2.00 p.m. on 07.05.2015.</p>
7.	Technical support meeting with the bidders	<p>: At the Training Room of Paribesh Bhawan at 1st Floor on 30.04.2015 at 11.00 a.m. only for agencies who have downloaded tender form.</p>

8.	Date of Opening	:	Only technical bid will be opened at 3.00 p.m. on 07.05.2015 at same venue.
9.	Final delivery	:	All the Cassettes / CDs should be delivered by 10 days from the date of issuance of works order

Terms and conditions

Tender to be submitted on the printed form issued by WBPCB attached with this tender documents.

1. Incomplete tender will be rejected forthwith. The Board at its' discretion may verify all credentials and inspect tenderer's executed works to establish the capability as well as quality of satisfactory performance of the contract.
2. The Bidders should quote the rate and amount tendered by them in figures as well as in words.
3. The initials of the tenderer with seal of the firm shall attest all correction.
4. Evaluation of technical bids will be done first. The financial bid of only technically qualified bidder will be opened with due intimation to bidders. After opening the technical bid, Board may invite the bidders for any technical clarification ,presentation etc. for concluding the technical evaluation process. Evaluation will be made item wise for all four items as mentioned at sl. No 2 above [2 (i)a, 2(ii)a,2(ii)b & 2(ii)c]
5. The acceptance of a tender will rest with the West Bengal Pollution Control Board which does not bind itself to accept the lowest tender and reserves the authority to reject any or all the tenders received and also to place order on one or more firms without assigning any reason whatsoever.
6. On acceptance of tender, the name of the accredited representative(s) of the tenderer who would be responsible for taking instruction from the employer should be communicated to the Board.
7. Delivery of the finished cassettes should be made **by 10 days** from the date of issuance of work order.
8. Payment will be made by Account payee Cheque on submission of bill in triplicate along with stamped money receipt supported with satisfactory certificate towards delivery from Public Relation Officer.
9. Liquidated demurrage: A total of 0.5% per week of delaying of delivery maximum seven day may be deducted from the total work value. In case of maximum delaying of more than one week, work order may be canceled.
10. Bidders are requested to submit the i) Technical bid as per appendix-A and ii) Financial bid as per appendix-B only. However bidders may desire to use additional pages for any other relevant information both for technical and financial bid

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Deputy Secretary

To
The Member Secretary,
West Bengal Pollution Control Board
ParibeshBhawan, 10A, Block – LA, Sector – III,
Bidhannagar,
Kolkata – 700 098.

Date:

Sir,

Sub: TENDER DOCUMENTS FOR MAKING AD-SPOT AND JINGLES
FOR TELEVISION MEDIA AND FM CHANNELS

Ref:001/April/1M-5/2015, daated 23.04.2015.

I/We refer to the tender notice published in the Anandabazar Patrika and The Telegraph on 23.04.2015 for “MAKING AD-SPOT AND JINGLES”. I/We do hereby enclose techno-commercial bid (as per appendix-A) for consideration please and financial bids as per appendix-B in separate envelope.

I/We do hereby also confirm the terms and conditions as laid down in the tender documents and complete the works in conformity with the approved terms and conditions of work and within the scheduled time.

Thanking You

Yours faithfully,

(Signature of Authorised Persons)

Name & Designation-

Encl: Appendix-A [A (i) and A(ii)]

FORM OF TECHNO-COMMERCIAL BID
(TO BE FILLED UP BY THE BIDDER)



Techno- commercial bid

A (i) Commercial Informations

1. Name of the agency/Firm/Company (in Block Letters)
-
2. Address in full
-
3. Tel Fax..... E-mail.....
4. Please submit following qualifying documents:-

Board's Requirements	Bidders's Response (like enclosed at annexure- a, b and so on)
a) Copy of Last IT return along with copy of PAN;	
b) VAT/Service tax registration nos and copies of last return	
c) Trade license and any other statutory license	
d) EMD of Rs.7,000/- (Rupees seven thousand) only by Crossed Demand Draft payable at Kolkata and drawn in favour of "West Bengal Pollution Control Board".	
e) List of clients for similar works	
f) Copy of legal status/ownership of the bidder.	
g) Cost of tender document fees ,if it is downloaded from website	

Yours faithfully,

(Signature of Authorised persons)

Name & Designation

A(ii) Technical bid

Sl.no	Item nos and Description	Bidders response for Storylines	Any other response from bidders
1	2(i) For Ad-spot a) General environment		
2	2(ii) For jingles a) Noise Pollution		
3	2(ii) For jingles b) Air Pollution		
4	2(ii) For jingles c) Water Pollution		

- Bidder may enclose additional sheet for each and every items as mentioned above.

(Signature of Authorised Persons)

Name & Designation

FORM OF TENDER
(TO BE FILLED UP BY THE TENDERER)



To
The Member Secretary,
West Bengal Pollution Control Board
Paribesh Bhawan, 10A, Block – LA, Sector – III,
Bidhannagar, Kolkata – 700 098.

Date -

Sir,

Ref: TENDER DOCUMENTS FOR MAKING AD-SPOT AND JINGLES
FOR TELEVISION MEDIA AND FM CHANNELS

Ref:001/April/1M-5/2015, dated 23.04.2015.

1. I/We refer to the tender notice published in the Anandabazar Patrika and The Telegraph on 23.04.2015 for making AD-SPOT AND JINGLES for television media and FM channels.
2. I/We do hereby provide four different story lines on different subjects as mentioned in tender documents with other plans and financial bid for approval to the Board along with the tender.
3. I/We do hereby offer to perform accordingly and complete the works in conformity with the approved story lines and other conditions of work order at a total value for each item individually as mentioned under description column:-

- Sl. No. 2. i) Rs.....(Rupees.....))
only inclusive of all for making ad-spot on General Environment
- 2.ii) Rs.....(Rupees.....))
only inclusive of all for making jingles on Noise Pollution
- 2.iii) Rs.....(Rupees.....))
only inclusive of all for making jingles on Air Pollution
- 2.iv) Rs.....(Rupees.....))
only inclusive of all for making jingles on Water Pollution

Total value: Rs.....(Rupees.....))
only inclusive of all.

4. I/We have satisfied myself/ourselves as to the conditions and all aspects of the tender.
I/We do hereby agree, should this tender be accepted in whole to:

- a) Abide by and fulfill all the terms and provisions of the conditions.
- b) Complete the works in time.

5. I/We have deposited the earnest money of Rs. 7,000/- (Rupees seven thousand) only in technical bid in form of Bank Draft which, when I/We note, will not bear any interest and are liable for forfeiting:

- a) If our offer is withdrawn within the validity period of acceptance. Or
- b) If the work is not executed within stipulated time.

6. I/We understand that you are not bound to accept the lowest or any tender you receive.

7. Name of Partners/Directors/Proprietor of our firm:

- a)
- b)
- c)
- d)

Yours faithfully,

Signature

Designation

Telephone no.....

Mobile no.....