

EXPRESSION OF INTEREST (EOI)

**Selection of Agency for Preparation of three Documentary
Films on Profile of FRI with its successive story, Museums of
FRI and Technologies developed by FRI**

RPF No. HEAD (EXTN.DIV.)/FRI

DATED: 18/07/2019

(Dated: 18.07.2019)

Forest Research Institute
(Indian Council of Forestry Research & Education, Dehradun)
An autonomous body of
Ministry of Environment, Forest and Climate Change
Government of India
P.O. New Forest
Dehradun-248006

Tel: 0135-2224255 Fax: 0135-2756865

Email: akpandey@icfre.org Web: <http://fri.icfre.gov.in>

Forest Research Institute
Dehradun- 248006

EOI No. FRI/Radio & TV Projects/EOI/2019/Phase-3

S. No.	Description	Details
1.	EOI No.	<i>FRI/ Radio & TV Projects/EOI/2019/Phase-3</i>
2.	Date of issue of EOI	<i>18.07.2019</i>
3.	Date of submission of EOI	<i>30.07.2019 at 02:30 PM</i>
4.	Date of opening of EOI	<i>30.07.2019 at 03:00 PM</i>
5.	Address of :- Purchase of EOI Document/ Submission of EOI / Opening of EOI	Forest Research Institute (Indian Council of Forestry Research & Education, Dehradun) P.O. New Forest Dehradun- 248006 Ph. 0135 – 2224255 Fax. 0135 – 2756865
6.	Website	http://fri.icfre.gov.in , https://moefcc.euniwizarde.com
7.	Cost of EOI	Rs.25,000/- (Rupees Twenty five Thousand Only) Non-refundable

Head

Extension Division

Forest Research Institute

P.O. New Forest

Dehradun- 248006

0135-2224255

Instruction to BIDDER (for e-tendering)
Registration on e-tendering portal of MOEFCC

1. To participate in the E-Bid process, it is mandatory for bidders to register with 'E-Wizard' and to have valid user ID & Password.
2. Prospective bidders are advised to obtain Digital Signature (**Level 3 with Signing + Encryption**) and register themselves at <https://FRI.euniwizarde.com> well in advance. Please note that FRI will in no way be responsible if a bidder fails to apply due to non-possession of Digital Signature & non registration.
3. As a part of pre-bid if there are changes in submission format, then all the proposals submitted till that time will be null and void. The bidder has to resubmit the proposals again. FRI will not take any responsibility for any lapse whatsoever on account of this issue.
4. Compliance to registration requirements and payment regarding the same etc. and timely uploading of the proposals will be responsibility of the bidder.
5. To participate in the e-Bid submission, it is mandatory for the bidder to have a user ID & Password. For this purpose, bidder has to register itself with MoEFCC through E-Wizard Website given below. Please also note that the bidder has to obtain digital signature token for applying for the e-Bid. In this connection, bidder may also obtain the same from E-Wizard.)

6. Steps for Registration:

- a. Go to website <https://moefcc.euniwizarde.com>
- b. Click the link "**Bidder Enrollment**"
- c. Enter the details about the E-tendering as per format
- d. Click "**Register**"
- e. E-tender will get confirmation with **Login ID and Password**
- d. The Annual registration charges for vendor/supplier are Rs. 2,000/-+18%(GST) per annum (Through e- payment gateway).

7. Steps for application for Digital Signature from E-Wizard:

- a. Download the Application Form from the website <https://moefcc.euniwizarde.com> Follow the instructions as provided therein. In case of any assistance, you may contact E-Wizard officers whose address is given in the RFP document. Proposal is to be submitted through online mode on website <https://moefcc.euniwizarde.com> in the prescribed form.

SEARCHING FOR TENDER DOCUMENTS

There are various search options built in the e-tender Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Item/work id, Title, Date, etc.

Once the bidders had selected the tenders in which they are interested, bidder can pay the processing fee Rs.-1073/ including GST@18%(NOT REFUNDABLE) by net-banking / Debit / Credit card then you may download the required documents / tender schedules, Bid documents etc. Once you pay both fees, tenders will be moved to the respective "Register" Tab. This would enable the e-tender Portal to intimate the bidders through e-mail in case there is any corrigendum issued to the tender document.

8. Contact Details in case of any query regarding e-tendering process

(Participation):- Mr. Amrendra: +91-9335030628
b. Helpdesk (10:00AM to 6:00PM): 011-49606060

1. About FRI:-

Forest Research Institute (FRI), Dehradun has its roots in the erstwhile Imperial Forest Research Institute established in 1906 to organize forestry research in the country. It is a premier institute working under administrative umbrella of Indian Council of Forestry Research and Education (ICFRE), an autonomous council under Ministry of Environment, Forests and Climate Change, Government of India and set in sylvan surrounding of Doon valley. The institute contributes the research perspectives focusing on different aspects of forestry research to different stakeholders. The institute has five museums namely Silviculture Museum, Timber Museum, Non-Wood Forest Products Museum, Entomology and Pathology Museums. The depiction of different scientific interventions can also be seen in museums of the institute. The institute has developed many technologies on different forestry aspects. These technologies are eco-friendly and easy to use. These technologies are being disseminated to stakeholders through trainings, awareness programmes, seminars etc.

2. EOI Notice :-

For a rapid demonstration of successive story of FRI, information about its museums and its technologies, 3 documentary films, each of 10 to 15 minutes duration are to be prepared on following subjects:

2.1. Forest research Institute (FRI) invites sealed Expression of Interest (EOI) from firms of repute, resourceful and registered/licensed firms/agencies having proven experience and ability in the area of short film making for making three short-duration films on FRI on the following tentative titles:

- **Profile of FRI with its successive story:** In this film of 10 minutes duration, history of FRI, evolution and development of scientific forestry in India will be covered. It will also include snapshots of present profile and significant achievements of FRI.
- **Museums of FRI:** In this film of 10-15 minutes duration, information about all FRI Museums (Silviculture Museum, Timber Museum, Non-Wood Forest Products Museum, Entomology and Pathology Museums) will be presented in the form of documentary.
- **Technologies developed by FRI:** The institute has developed many technologies on different forestry aspects. These technologies are eco-friendly and easy to use. This will be a documentary film of 10-15 minutes documenting technologies developed by FRI.

2.2 The bidders are advised to submit two separate online (Envelope-I and Envelope-II) super scribed "Payment for EOI Document" on Envelope-I and "EOI" on Envelope-II. The Envelope-III must be super scribed "EXPRESSION OF INTEREST (EOI) FOR Preparation of three Documentary Films on Profile of FRI with its successive story, Museums of FRI and Technologies developed by FRI".

2.3 The EOI must be submitted at the below given name and address:

Head
Extension Division
Forest Research Institute
P.O. New Forest
Dehradun- 248006

2.4 The EOI must be submitted in English or Hindi language only with a Font size of at least 12. All the documents including the supporting documents/enclosures etc. must be fully legible. Supporting documents if in a language other than English must be accompanied by a certified English translated document. The English version shall prevail in matters of interpretation. **EOI Documents which are not legible shall be rejected.**

2.5 Each bidder shall submit only ONE EOI either by herself/himself or as a partner in a joint venture or as a member of consortium. If a bidder or any of the partners in a joint venture or any one of the members of consortium participate in more than one EOI, the EOIs are liable to be rejected. The representative of OEM will require a specific authorization to submit the EOI.

2.6 The bidder shall bear all costs associated with the preparation and submission of EOI and FRI will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the EOI process.

2.7 In case the bidder has any doubt about the meaning of anything contained in the EOI document, she/he shall seek clarification within 7 days of issue of EOI. Except for any written clarification by Dr. A.K. Pandey, Head Extension Division, FRI, no written or oral communication, presentation or explanation by any other employee of FRI shall be taken to bind or fetter FRI under the contract.

2.8 Bidders shall have to submit an amount of Rs. 25,000/- (Rupees Twenty five Thousand Only) in the form of Demand Draft drawn on any scheduled bank in favour of " Director, FRI, Dehradun" Payable at Dehradun along with the EOI towards the cost of EOI Document and no other mode of payment is acceptable. The EOI fee is non-refundable.

2.9 FRI reserves the right to amend or withdraw any of the terms and conditions mentioned in the EOI Document or reject any or all the bids without giving any notice or assigning any reason. The decision of the Director, FRI, Dehradun in this regard shall be final and binding on all.

3.0 Submission of EOI

3.1 EOI, complete in all respects, must be submitted on or before the due date and time i.e. **30.07.2019 at 02:30 PM IST**). In the event of the specified date for the submission of EOI being declared a holiday, the EOI can be submitted by **02:00 PM IST** on the next working day for which FRI will make necessary provisions.

3.2 FRI may, at its own discretion, extend the date for submission of EOI. In such a case all rights and obligations of FRI and the Bidders shall be applicable to the extended time frame.

3.3 As the EOI can be submitted only up to the defined date and time, there can't be any late bids. FRI will not be responsible for any delay in obtaining the terms and conditions of the tender.

3.4 The bidders submitting their EOI through courier/by post should also ensure that their EOI are received on the said address by the stipulated date and time i.e. **30.07.2019 at 02:30 PM IST**. No time extension for couriers/sent by post shall be granted and FRI will not be responsible for any postal delays/loss/non-receipt thereof.

3.5 The EOI submitted by telex / telegram / fax / Email or any manner other than specified above will not be considered. No correspondence will be entertained on this matter.

3.6 At any time prior to the last date for receipt of EOI, FRI may for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the EOI Document by an amendment. The amendment will be notified on FRI's website <http://fri.icfre.org> and <https://moefcc.euniwizarde.com>

3.7 and should be taken into consideration by the prospective bidders while preparing their EOI.

3.8 In order to give prospective bidders reasonable time to take the amendment into account in preparing their EOI, FRI may at its discretion, extend the last date for the submission of EOI. No EOI may be modified subsequent to the last date for receipt of EOI.

3.9 The bidders will bear all costs associated with the preparation and submission of their bids. FRI will, in no case, be responsible or liable for those costs, regardless of the outcome of the tendering process.

3.10 The EOI shall be ignored, if complete information is not given there-in, or if the particulars and data (if any) asked for are not filled in properly.

4.0 Opening of EOI

- a. FRI shall convene an EOI opening session on **31.07.2019 at 11:00 AM IST**. Envelope-I containing the payment towards the EOI document shall be opened first. Representative from the bidders may participate.
- b. Envelope -- II will be opened subject to payment towards the EOI document.

5.0 Broad Scope of Work

The detailed scope of the assignment is outlined as follows:

- Collection & Compilation of information and material available with FRI.
- Field shooting
- Development of Audio-visual Content/ scene coverage/ voice & text input to elucidate the importance of the topics
- Capturing High Definition video/ still photographs of the Forests/Research activities/ institutions as per the decided content.
- Composition/ Editing of the captures video/ audio/ still photographs to develop the final Audio-visual software
- Production of documentary films in desired format (about 10 to 15 minutes duration with voiceover and music in HD digital format).
- Best script will be selected after due approval of the Director.

5.1 Objective/ Outcome of the assignment:

To make documentary films about the institute, showcasing museums and various technologies developed by FRI for different stakeholders. The documentary films shall be prepared in English only.

5.2 Tasks to be undertaken:

- i. The documentary films shall have introductory remarks on institute and description of technologies in a narrative way in an audio visual of 10 to 15 minutes.
- ii. The documentary films may include shooting and recording of short interviews with innovators and other personalities in institute and other areas.
- iii. The video clips will be provided by the agency for approval of competent authority and compilation, editing, mixing, narration, voice over etc shall be done by agency before finalization of film.
- iv. Narration/ Titles / sub-titles/credits shall be done by the agency in English.

5.3 Facilities to be provided by FRI:

Details about "Forest Research Institute, Museums and Technologies developed" will be provided by the institute in MS word form.

5.4 Deliverables:

Documentary films of 10 to 15 minutes duration in digital HD format in English version shall be submitted by the bidder. The final documentary should be submitted in 10 DVDs each for English version in format playable in the most commonly used video formats having HD specifications.

5.5 Time Schedule:

S. No.	Event	Time
1	Discussion with the Director, FRI and laying out future course of action	Within 1 week of grant of contract
2	Submission of draft scripts	Within 2 weeks of receiving relevant information from institute
3	Submission of final script	Within 1 week of receiving modified script
4	Compilation, Narration, editing, mixing and other activities and submission of first rough cut video	Within 2 weeks of receiving approved script by competent authority
5	Submission of final rough cut video	Within 1 week of receiving first rough cut
6	Submission of final documentary films	Within 1 week of receiving final rough cut by competent authority

5.6 Payment schedule:

Deliverables	Payment schedule
Submission and acceptance of final rough cut of the video documentary films	50% of the bid amount
Submission of final video Documentary in English (10 DVDs each)	Remaining 50% of the bid amount

5.7 Essential requirement:

The interested bidders should meet the following requirements:

- i. Experience of at least 5 years in making professional documentary films.
- ii. Previous experience in making documentary films related to forestry research, extension and education.
- iii. The bidding production houses should be registered with appropriate authorities of the State Government/ Government of India and must be compliant with rules and regulations including that of governing business operations and taxes.
- iv. The interested parties/ production houses should have professionally qualified crew for making the required video documentary. Proof of such expertise should be enclosed in the form of certificates of the crew members along with the bid documents.
- v. Parties/ Production houses that are on the panel of Doordarshan / NFDC/ Ministry of Information and Broadcasting, Government of India shall be given preference, subject to fulfillment of other conditions as mentioned in the EOI/RFP document.

5.8 Procedure for selection

- i. The technical bid will carry 70 percent weightage and the financial bid will carry 30 percent weightage.
- ii. **The technical bids will be evaluated on the following criteria:**
 - a) Past experience in making professional documentary films.
 - b) Past experience in making documentary films related to forestry interventions.
 - c) Registration with appropriate authorities of State Government/ Government of India.
 - d) Compliance to rules and regulations including that of Government business operations and taxes.
 - e) Availability of professionally qualified crew for making the required video documentary.
 - f) Whether the bidder is in the panel of Doordarshan/ NFDC/ Ministry of Information and Broadcasting, Government of India.

5.9 Documents to be enclosed in bids

The following documents/ details shall be enclosed in the bids by the interested parties:

- i. Letter expressing interest in making the documentary films as per the terms and conditions laid out by the Director, FRI, Dehradun.
- ii. Proof regarding experience in documentary film making especially in the fields of forestry, wildlife and natural resource management. Also proof regarding quality of documentaries made by the bidder in the past in VCD or DVD should be enclosed.
- iii. Technical details of studio and equipments available with the bidder.
- iv. Proof of technical qualification of the crew members.
- v. Certified copy of being on panel of Doordarshan, if empanelled.
- vi. Copy of PAN Card details of latest income Tax Returns/ Balance Sheet.
- vii. GST Registration details.
- viii. Registration of the firm with any competent authorities under relevant rules and regulations.
- ix. Financial quote for making the desired video as per the terms and conditions laid out by the Director, FRI, Dehradun.
- x. Proof regarding deposit of EMD Rs. 25,000/- in the form of Bank Draft.

5.10 Points to be noted

- i. EOIs should be submitted in a sealed envelope along with all the necessary documents as mentioned in 5.9: above. The bidders can apply on their letters pads/ plain paper along with relevant documents since there is separate tender form as such.
- ii. The interested bidders shall pay an Earnest Money Deposit of Rs. 25,000/- in the form of Bank Draft/ Bank Guarantee of any nationalized bank in favor of The Director, FRI, Dehradun. The proof to this effect shall be enclosed in the sealed envelope as mentioned in Para 5.9 above.
- iii. The sealed EOI should reach the Director, FRI separately in sealed envelopes (Technical and Financial) latest by **30.07.2019** before 2:30 PM. Late bids shall not be considered under any circumstance. The sealed bids should be submitted to:

**Head
Extension Division
Forest Research Institute
P.O. New Forest
Dehradun- 248006**

6.0 Qualification / Eligibility Criteria for the Bidders

Following are the Qualification / Eligibility Criteria to participate in the EOI (Bidder is required to fulfil all the condition of Qualification/ Eligibility Criteria and in case any of condition is not met, EOI will be rejected)

6.0.1 If bidder is a Company:

- (i) Should be registered under Indian Companies Act or similar Act of their respective country (Copy of registration to be submitted).
- (ii) Must be in existence for the last 5 (five) years (copy of registration to be submitted).
- (iii) Must have relevant experience in the field of film/short film making for atleast 3 years (Three Years) (must submit PO/WO as a proof as well as other documents to substantiate their claim of work undertaken in film making/short film making).
- (iv) Must have a GST registration (copy to be submitted).
- (v) Must have a local representative registered as per the existing provision of government of India. (In case of foreign bidders)
- (vi) Must have a positive net-worth (copy of certificate from the statutory auditor).
- (vii) Must have latest ISO certificate.

6.0.2 If bidder is a Proprietorship firm/agency etc.:

- (i) Must submit documents of registration of the firm/agency.
- (ii) Must be in existence for the last 5 (five) years (copy of proof to be submitted).
- (iii) Must submit a solvency certificate from the bank/statutory auditor for INR 1 lakh (One Lakh).
- (iv) Must have relevant experience in the field of film making/short film making for at least 3 years (must submit PO/WO as a proof as well as other documents to substantiate their claim of work undertaken in film making/short film making).
- (v) Must have a GST registration (copy to be submitted).
- (vi) Must have a positive net-worth (copy of certificate from the statutory auditor).
- (vii) Must have latest ISO certificate.

6.0.3 For start-up & MSME registered companies relaxation in eligibility etc. as per government guideline/notification will be considered.

NOTE: BIDDER HAVING ISO CERTIFICATION VALID FOR THE YEAR SHALL GET WEIGHTAGE AMONG OTHERS WHICH DOING BUSINESS.

6.0.4 Bidder must comply with the code of integrity as specified in the tender document (Self declaration on letter head).

6.0.5 Undertaking that the Bidder has neither been boycotted nor blacklisted by any of its clients and there is no litigation pending against it with any of the clients in the past two years as

per format enclosed (Annexure IV).

6.0.6 The Bidder must provide a list of clients/customers with contact details such as postal address, Landline phone no. & cell phone no. and e-mail id where services has been provided in the last THREE years in the format given at ANNEXURE-I. Undertaking as per the ANNEXURE-II must also be submitted along with the EOI.

6.0.7 The Bidder should provide proof of registration for:

- a) Company Registration Certificate
- b) TIN/VAT No./ GST No.
- c) Registration under Contract Labour (Regulation & Abolition) Act, 1970

6.0.8 Start-up companies which are duly registered with Ministry of Commerce are encouraged to apply. Relaxation shall be provided as applicable by the government of India, MSME/GEM registered agencies may also apply and benefits as per the government of India guidelines shall be applicable to them.

6.0.9 In case any of the document furnished or undertaking given by the Bidders turns out to be false, the EOI document shall be rejected and all fee etc. shall remain confiscated by FRI. Suitable action as per the rules/laws of company and law of the country shall be initiated against the Bidder.

7.0 Supplier code of conduct and business ethics

FRI is committed to its 'values & beliefs' and business practices to ensure that companies and suppliers, who supply goods, materials or services, will also comply with these principles:

a. Bribery and corruption:

Suppliers are strictly prohibited from directly or indirectly (through intermediates or subcontractors) offering any bribe or undue gratification in any form to any person or entity and / or indulging in any corrupt practice in order to obtain or retain a business or contract.

b. Integrity, indemnity & limitation:

Suppliers shall maintain high degree of integrity during the course of its dealings with business/contractual relationship with FRI. If it is discovered at any stage that any business/contract was secured by playing fraud or misrepresentation or suspension of material facts, such contract shall be voidable at the sole option of the competent authority of FRI. For avoidance of doubts, no rights shall accrue to the supplier in relation to such business/contract and FRI or any entity thereof shall not have or incur any obligation in respect thereof. The supplier shall indemnify FRI in respect of any loss or damage suffered by FRI on account of such fraud, misrepresentation or suspension of material facts.

ANNEXURE- I

SELF DECLARATION FOR THE CODE OF INTEGRITY

(To be included in the EO)

I/We shall maintain a high degree of integrity during the course of my/our dealings business/contractual relationship with FRI. If it is discovered at any stage that any business/ contract was secured by playing fraud or misrepresentation or suspension of material facts, I/We authorize FRI to term such contract as voidable at the its sole option and take suitable action as deemed fit.

Place: _____

**Signature of Authorized Signatory
on behalf of Agency**

Date: _____

Address: _____

Mob: _____

Email ID: _____

ANNEXURE- II

LIST OF CLIENTS (Last 3 Years)

S. No.	Name of Client	Period of Contract	Value of contract (in INR)	Name/Designation of Contact person	Telephone/Mobile number

Signature:

Name & Designation of the Authorized Signatory:

Seal of the Organization:

Date:

Place:

ANNEXURE- III

UNDERTAKING & ACCEPTANCE LETTER BY THE BIDDER
(To be included in the EOI)

I/We have carefully gone through the various terms and conditions listed in the EOI Document for making three short films for FRI. I/We agree to all these conditions and offer to make three short films for FRI and submitting this EOI after carefully reading the conditions and understanding the same without any kind of pressure or influence from any source whatsoever. I/We hereby sign this undertaking in token of our acceptance of various conditions listed in the EOI document.

Place: _____

Signature of Authorized Signatory
on behalf of Agency

Date: _____

Address: _____

Mob: _____

Email ID: _____

ANNEXURE- IV

On letterhead

Undertaking for not black listing.

We, M/S _____ hereby under take that,

1. In case the documents submitted by me/us is found to be forged/false at any stage, I/we may be debarred from FRI for taking participation in all future FRI works and any other suitable action may be taken against our company/firm as deemed fit by FRI.

2. I/We state the firm or its partners or its Directors have not been listed or any case is pending or any complaint regarding irregularities is pending against them, in India or abroad by any global international body like world Bank/ International Monetary fund/ world health origination etc or any Indian state/central Government Departments or Public sector undertaking of India.

Place: _____

Signature of Authorized signatory

Date: _____

on behalf of Agency.

Address: _____

Mobile- _____

Email ID- _____

BRIEF DETAILS

Short Responses can be placed within the cells provided in the tables below. Additional Information can be attached as appendices, but should be explicitly referenced from within the appropriate cells.

<u>GENERAL INFORMATION</u>	
Agency Name / Name of the Company	
Name of category/categories for which eligible (refer clause 5.0)	
Name of contact person	
Address	
Web	
E-mail	
Telephone	
Fax	
<u>COMMERCIAL INFORMATION</u>	
PAN	
TAN	
GSTIN No	
Certification of Incorporation	

CHECK LIST

Please ensure that following documents have been enclosed along with the RFP response

Sr. No.	Description	Compliance / Confirmation by the Agency(Please Tick) √ Yes / No Please indicate Page No. of the bid document
1	Covering Letter + Application form	
2	Company registration copy	
3	Relevant work experience (3 years)	
4	Annual reports/ITR	
5	GST registration copy/TIN/VAT	
6	Local/foreign bidders	
7	Positive net-worth	
8	Self-declaration for the code of integrity	
9	ISO certificate	
10	Client/customer list	
11	MSME/GEM registration (startup agencies only)	
12	Self-certified copies of PAN, GSTIN etc.	
13	Undertaking & Acceptance by bidder and undertaking for not black listing letters	
14	Any other documents bidder would like to attach	
15	EOI fee (25000 only) DD format only	

Date: Signature:

Place:

Name & Designation of the Authorized Signatory:

Seal of the Organization: