

सीसीआरटी/27015/16/2023



## सांस्कृतिक स्रोत एवं प्रशिक्षण केंद्र

प्लॉट नंबर 15-ए, सेक्टर 7, द्वारका,  
नई दिल्ली-110075  
(संस्कृति मंत्रालय, भारत सरकार के तत्वावधान में)

### प्रस्ताव हेतु अनुरोध (आरएफपी)

सांस्कृतिक स्रोत एवं प्रशिक्षण केंद्र (संस्कृति मंत्रालयका एक स्वायत्त निकाय) डिजिटल डिस्ट्रिक्ट रिपोजिटरी (डीडीआर) परियोजना के तहत एकत्रित एवं अपलोड की गई कहानियों पर 36 लघु फिल्मों (क्षेत्रवार) बनाने के लिए योग्य संस्थानों/संगठनों/एजेंसियों/कंपनियों से प्रस्ताव आमंत्रित करता है। आजादी का अमृत महोत्सव (एकेएम) के तहत पांच क्षेत्रों (उत्तर क्षेत्र-09, दक्षिण क्षेत्र-08, पूर्वी जोन- 12, पश्चिमी जोन-05 एवं मध्य जोन- 02) में भारत के स्वतंत्रता संग्राम से जुड़े लोगों और व्यक्तित्वों, घटनाओं, निर्मित और प्राकृतिक विरासत और जीवित परंपराओं और कला रूपों के तहत वर्गीकृत किया गया है। इच्छुक एजेंसियां सीसीआरटी की वेबसाइट <https://ccrtindia.gov.in/> पर प्रकाशित विवरण के अनुसार अपना प्रस्ताव सीलबंद लिफाफे में 26 जुलाई, 2023 तक जमा कर सकती हैं। यह प्रस्ताव 26 जुलाई, 2023 को 1500 बजे या उससे पहले सीसीआरटी, नई दिल्ली तक पहुंच जाना चाहिए।

निदेशक, सीसीआरटी के पास बिना कोई कारण बताए किसी या सभी प्रस्ताव या उसके हिस्से को स्वीकार या अस्वीकार करने का अधिकार सुरक्षित है।

निदेशक

**CCRT/27015/16/2023**



**Centre for Cultural Resources and Training,  
Plot No 15-A, Sector 7, Dwarka,  
New Delhi-110075  
(Under the aegis of Ministry of Culture  
Government of India)**

**Request for Proposals (RFP)**

Centre for Cultural Resources and Training (an autonomous body of Ministry of Culture) invites proposals from Eligible Institutions/Organizations/agencies/ companies for making 36 Short Films (Zone Wise) on Stories collected and uploaded under Digital District Repository (DDR) Project classified under People & Personalities, Events & Happenings, Hidden Treasures – Built & Natural Heritage and Living Traditions & Art Forms linked to the freedom struggle of India under Azadi Ka Amrit Mahotsav (AKAM) at Five Zones (North Zone - 09, South Zone - 08, East Zone - 12, West Zone - 05 and Central Zone - 02). The interested agencies may submit their proposal in sealed envelope as per details published on CCRT website <https://ccrtindia.gov.in/> by 26 July 2023. The proposal should reach CCRT, New Delhi on or before 26 July 2023 at 1500hrs.

Director, CCRT reserves the right to accept or reject any or all proposal or part thereof without assigning any reason.

Director

**Request for Proposals (RFP)**  
**Guidelines and Tender Document**

**For**

**Making 36 Short Films (Zone Wise) on Stories collected and uploaded under Digital District Repository (DDR) Project classified under People & Personalities, Events & Happenings, Hidden Treasures – Built & Natural Heritage and Living Traditions & Art Forms linked to the freedom struggle of India under Azadi Ka Amrit Mahotsav (AKAM).**

**At**

**Five Zones (North Zone 09, South Zone 08, East Zone12, West Zone 05 and Central Zone 02)**

**Centre for Cultural Resources and Training,  
Plot No 15-A, Sector 7, Dwarka,  
New Delhi-110075  
(Under the aegis of Ministry of Culture  
Government of India)**

**File No. CCRT/27015/16/2023/ Dated 06/07/2023**

**Centre for Cultural Resources and Training,  
Plot No 15-A, Sector 7, Dwarka,  
New Delhi-110075**

**Making 36 Short Films (Zone Wise) on Stories collected and uploaded under Digital District Repository (DDR) Project classified under People & Personalities, Events & Happenings, Hidden Treasures – Built & Natural Heritage and Living Traditions & Art Forms linked to the freedom struggle of India under Azadi Ka Amrit Mahotsav (AKAM).**

**At**

**Five Zones (North Zone 09; South Zone 08; East Zone12; West Zone 05 and Central Zone 02)**

<b>Estimated Cost</b>	<b>Estimate as per number of stories</b>
<b>Period of Contract</b>	<b>03 Months</b>
<b>Dated of Publishing Tender</b>	<b>06 July 2023</b>
<b>Clarification Start Date &amp; Time</b>	<b>10 July 2023 at 10AM</b>
<b>Clarification End Date &amp; Time</b>	<b>18 July 2023 at 5 PM</b>
<b>Last Date &amp; Time of BID receipt</b>	<b>26 July 2023 at 3 PM</b>
<b>Date &amp; Time of Short listing of Technical BID</b>	<b>31 July 2023 at 11AM</b>
<b>Tender Box for hard copy placed in the office at CCRT, Plot No 15-A, Sector 7, Dwarka, New Delhi 110075.</b>	
<b>NOTE : IF THERE IS DIFFERENCE IN DATE AND TIME MENTIONED ABOVE AND MENTIONED ANYWHERE IN TENDER DOCUMENT, THE ABOVE DATES SHOULD BE TREATED AS FINAL</b>	

**Ph No. 25309300; Web Site: <https://ccrtindia.gov.in/>**

CENTRE FOR CULTURAL RESOURCES AND TRAINING  
15A, SECTOR -7, DWARKA, NEW DELHI 110075

**Tender Document For Production of 36 Short Films (Zone Wise) on Stories Collected and uploaded under Digital District Repository (DDR) Project classified under People & Personalities, Events & Happenings, Hidden Treasures – Built & Natural Heritage and Living Traditions & Art Forms linked to the freedom struggle of India under Azadi Ka Amrit Mahotsav (AKAM).**

CENTRE FOR CULTURAL RESOURCES AND TRAINING (CCRT) intends to produce 36 Short Films (Zone Wise) on Stories Collected and uploaded under Digital District Repository (DDR) Project classified under People & Personalities, Events & Happenings, Hidden Treasures – Built & Natural Heritage and Living Traditions & Art Forms linked to the freedom struggle of India under Azadi Ka Amrit Mahotsav (AKAM). It is proposed to prepare a 08- 10minutes' film/DVD. The **film Production Company /Agency** may submit bids **SEPARATELY ZONE WISE** as per following guidelines: -

**Eligibility Criteria**

- a) The Company should have been in existence for a minimum of three (03) years. Proof of the same to be submitted along with the technical bid.
- b) The Company should have experience of making at least three short films/ DVD of either State or National/International level. Copies of the DVD and the work order to be submitted along with Technical bid.
- c) The Company should have a well-trained in-house production team. Proof of the same to be submitted along with the technical bid.
- d) The company should have turnover of **Rs.01.00 crore** for each of the last two financial years (2020-21, 2021-22). A certificate from the Chartered Accountant clearly specifying the turnover for each year must be submitted in this regard.
- e) Copies of Articles of Association (in case of registered firm), Bye laws and certificate of registration (in case of registered societies). Partnership deed (in case of partnership firm) should be submitted along with the technical bid.
- f) The bidder must submit a Certificate of declaration that it has not been blacklisted by any Govt. agency since its inception.

**The bidder must ensure that the documentary proofs to substantiate clauses (a) to (f) above**

are given in their technical bid otherwise the financial bid shall not be considered.

(A) **Scope of Work**

(a) 36 stories on which short films are required to be made, have been divided into 05 zones. They are as under :

(i)	<b>North Zone</b>	
	(aa) Chandigarh	- 01
	(ab) Delhi	- 01
	(ac) Haryana	- 01
	(ad) Himachal Pradesh	- 01
	(ae) Jammu & Kashmir	- 01
	(af) Ladakh	- 01
	(ag) Punjab	- 01
	(ah) Uttarakhand	- 01
	(aj) Uttar Pradesh	- 01
		<hr/>
	Total	- 09
(ii)	<b>South Zone</b>	
	(aa) Andaman & Nicobar Islands	- 01
	(ab) Andhra Pradesh	- 01
	(ac) Karnataka	- 01
	(ad) Kerala	- 01
	(ae) Lakshadweep	- 01
	(af) Pondicherry	- 01
	(ag) Tamil Nadu	- 01
	(ah) Telangana	- 01
		<hr/>
	Total	- 08
(iii)	<b>East Zone</b>	
	(aa) Assam	- 01
	(ab) Arunachal Pradesh	- 01
	(ac) Bihar	- 01
	(ad) Jharkhand	- 01

(ae) Manipur	- 01
(af) Meghalaya	- 01
(ag) Mizoram	- 01
(ah) Nagaland	- 01
(aj) Odisha	- 01
(ak) Sikkim	- 01
(al) Tripura	- 01
(am) West Bengal	- 01
<b>Total</b>	<b>- 12</b>

(iv) **West Zone**

(aa) Dadra, Nagar Haveli & Daman & Diu	- 01
(ab) Goa	- 01
(ac) Gujarat	- 01
(ad) Maharashtra	- 01
(ae) Rajasthan	- 01
<b>Total</b>	<b>- 05</b>

(v) **Center Zone**

(aa) Chattisgarh	- 01
(ab) Madhya Pradesh	- 01
<b>Total</b>	<b>- 02</b>

- (b) The duration of the final edited film will be 8 -10 minutes approx. It will have narration in English language and interview in regional language with English Subtitles.
- (c) The shooting format of the film will be 1920:1080 Full HD digital, with good quality of Sound (Dolby 5).
- (d) At the end of the project, the film maker has to submit the following :
- (i) All the original Raw footage and graphics with fonts will be provided to CCRT on 4-8 TB Hard Drive.
- (ii) Final film will be edited on FCP 10.5 only (Unmixed with full FCP 10.5 Project file, mixed (MOV) on Hard Disc with proper indexing of folders).

- (iii) Complete film (Mixed edited film with credit Note. logo, subtitles, etc.)
- (iv) 50 High resolution working stills on Spot, publicity material-Promo/trailer each for preview.
- (e) Copyright permissions should be obtained by "FILMS AGENCIES" for all music tracks, archival material and stocks like Still/Videos footage used. Copies of the letter in this regard should be submitted to CCRT.

(B) **The work/cost include :**

- a.) Concept, script, background music.
- b.) Hiring of all necessary equipment for shooting of these short film (s).
- c.) Hiring of Narrator/ Anchor.
- d.) Will be responsible for post-production.
  - i). Studio hire for editing charges.
  - ii). Animation charges , subtitles etc.
  - iii). Music compositions and voice over charges.
  - iv). Any other charges.
- e.) Travel, boarding and lodging for the entire crew.
- f.) Any charges for Aerial shooting.

(C) **Submission of EMD**

Earnest Money Deposit (EMD) amounting to Rs. 20,000/- (Rupees Twenty thousand only) in the form of Demand Draft drawn on a scheduled commercial Bank in favour of "EMD A/c CCRT "payable at New Delhi shall be submitted along with the technical bid. The envelope should be sealed and superscripted EMD for production of Short Film (s) for CCRT.

EMD of bidders not satisfying the eligibility criteria or not selected will be returned back after tender finalization. The successful bidder will have to submit a Performance Security (PS) in the form of ***DD/Bank Guarantee/FDR*** pledged to Director, CCRT, New Delhi for an amount equivalent to 5% of the total cost of the project. PS should be valid for a period of 60 days beyond the date of completion of project.

D) **Guidelines for Submission of Bids**

Interested agencies with requisite experience, may submit required documents in two Packets/envelopes for Technical and Financial bid separately as per given details below:

**Packet - 1 (Technical Bid)**

The agency has to submit all required documents for the above assignments along with the technical expertise, experience, proof for similar assignment handled in the past and other relevant details as a part of Technical bid along with the format enclosed as ***Annexure A***.

The envelope of Tender fee and EMD must be submitted in this packet.

**Packet - 2 (Financial Bid)**

The agency has to submit the financial bid for implementing the assignment as per the format enclosed as ***Annexure B***.

Both the packets should be put in an envelope sealed and super scripted as "**Proposal for Production of Short Film (s) for the \_\_\_\_\_ Zone**" and the envelope should carry the tender number, due date for submission along with the name, address, telephone number and e-mail address of the Agency. The envelope should be submitted to the Director, CCRT, 15A, Sector 7, Dwarka, New Delhi 110075.

**E- Bid Validity**

The bid must be valid for the **period of 120 days** from the date of tender opening for placing the work order.

**F- Procedure for opening the bids**

- a- CCRT shall open the technical bid on date and time as mentioned in this document, only those bidders whose EMD drafts are found to be in order will be technically evaluated. Authorized Bidder's representative can remain present during the bids opening process.
- b- Financial Bids of only technically short-listed bidders will be opened on a date and time duly notified to them. One of their authorized representatives can remain present during the financial bid opening session.

### **Technical Bid Evaluation**

- a- The opened technical bids shall be evaluated by a Technical Evaluation Committee (TEC).
- b- To ensure bidders eligibility and technical capabilities as per the tender terms and condition, the TEC may call for additional information from the bidders and/or visit the bidder's premises. In such a case the concerned bidder has to supply the information within the time given by the TEC failing which the bid can be rejected. No representation of any kind would be entertained from the bidder.
- c- **The bidders whose EMD are in order and fulfill the Eligibility Criteria must give a technical presentation of the production of film. All expenses for this purpose, and also for the preparation of documents and prototype short film (s) will be borne by the bidders.**
- d- The bidder may be asked to design and develop a prototype of short film to establish their capability to the Technical Evaluation committee.
- e- Technical evaluation will be based on different aspects described as in ***Annexure C*** On the basis of technical evaluation, the agencies securing minimum **70% marks will be considered as technically qualified and the financial bids of only these agencies will be opened. Financial evaluation will carry 30 marks. The final selection of the bidder will be based on the total of technical and financial score.**

### **H- Selected bidder with CCRT**

The selected bidder shall perform the assignments and carry out their obligation with due diligence and efficiency, in accordance with generally accepted techniques and practice used in the industry. It shall employ appropriate advanced technology and safe and effective equipments, machineries, materials and methods. CCRT reserves the right to inspect the performance of the bidder prior to commencement or in between the work progress. The inspection may cover all areas related to the assigned work order, especially methodology, manpower, infrastructure etc. CCRT reserves the right to cancel the work order issued to the bidder at any time including the time after the completion of the assigned work without assigning any reason. In case the work order is cancelled than the

cost incurred will be borne by the bidder and under no circumstances the bidder shall be eligible for any payment or damages from CCRT.

**I- Payment Term**

25% Advance of the total Contract value will be paid to the contractor on signing of the contract against the Bank Guarantee, if demanded by the contractor. Full payment will be released only after successfully completion of the project as mentioned in the contract which shall be examined by the constituted committee of CCRT and submission of Bill in duplicate.

**J- Penalty Clause**

-The successful bidder shall not refuse to accept CCRT work order under any pretext. The work order can be collected from CCRT office or if convenient to the bidder, it can be mailed to them. The bidder shall start the work within 7 days of the date of the work order.

- For three recurrence of default in the discharge of service obligation, CCRT would be free to forfeit the defaulting bidder's security deposit, revocation of bank guarantees and/or termination of the contract for default.

- If at any time during performance of the work order, the bidders encounter condition impeding timely performance of the ordered service, the bidder shall promptly notify Director, CCRT in writing of the fact of the delay, its likely duration and its cause (s).

**Special Clause:**

The master copies of the film(s) and the edited short film(s) will be the sole property of CCRT which would not be used by the bidder in any form without permission from **Director, CCRT.**

**K-Arbitration**

CCRT and bidder will make every effort to resolve amicably, by direct negotiation, if any disagreement or dispute arises between them under or in connection with the work order. If any dispute will arise between parties on aspects not covered by this agreement, or the construction or operation thereof, or the rights, duties or liabilities under these except as to any other matter, the decision of which is specially provided for by the general or the

special conditions, such dispute will be referred to two arbitrators, one appointed by each party and the third to be appointed by the Director, CCRT and the awards of the arbitration, as the case may be, will be final and binding on both the parties. The arbitrators or the empire as the case may be, with the consent of parties may modify the time frame for making and publishing the award. Such arbitration will be governed in all respect by the provision of Arbitration and Conciliation Act, 1996 and rules there under and any statutory modification or re-enactment or amendments, thereof. The arbitration proceedings will be held in Delhi.

**L- Applicable Law**

The bidders shall be governed by the law and procedures established by Govt. of India within the framework of applicable legislation and enactment made from time to time concerning such financial dealings/processing.

**M- Tender Document**

The Tender Document can be downloaded from CCRT web site <https://ccrtindia.gov.in/> on or before 24 July 2023.

**N- Last date of Submission**

**26 July 2023 by 03 PM. Tender will be opened on 27 July 2023 at 11 AM.**

Director, CCRT is authorized to reject any or all offer without assigning any reason thereof.

**O- Rejection of Tender**

Tender will be automatically stood cancelled if any undue influence or canvassing for selection is made by the bidder.

**Deputy Director  
CCRT, New Delhi**

**Annexure-A**

Tender Notice for Making 36 Short Films (Zone Wise) on Stories Collected and uploaded under Digital District Repository (DDR) Project classified under People & Personalities, Events & Happenings, Hidden Treasures – Built & Natural Heritage and Living Traditions & Art Forms linked to the freedom struggle of India under Azadi Ka Amrit Mahotsav (AKAM).

**TECHNICAL BID**

Sl. No	Particulars	Details
1	Name of the Production company	
2	Details about office of the agency	
	Address	
	Phone no.:	
	E-mail ID:	
	Website:	
	Contact Person:	
	Mobile no. and contact person:	
3	Profile and track record of the company	
4	Details of registered office of the company and contact person	
5	Status of the applicant (partnership firm/ Pvt. Ltd. Co. / Public Ltd. Co.)	
6	Details about directors/ partners	
7	Copy of Memorandum	
8	Total Experience of the agency	
9	Turn Over in Rs. as per CA Certificate 2020-21 2021-22	
10	Balance sheet for the last 2 years 2020-21 &2021-22	
11	PAN No. (Copy to be attached.)	
12	GST No. (Copy to be attached.)	

Signature & Seal of the Bidder.....

Date.....

**Annexure-B**

Tender Notice for Making 36 Short Films (Zone Wise) on Stories Collected and uploaded under Digital District Repository (DDR) Project classified under People & Personalities, Events & Happenings, Hidden Treasures – Built & Natural Heritage and Living Traditions & Art Forms linked to the freedom struggle of India under Azadi Ka Amrit Mahotsav (AKAM).

**FINANCIAL BID (Zone Wise)**

Sl. No.	Particulars	Amount in Rupees quoted zone wise
1	North Zone- 09 Stories	
2	South Zone – 08 Stories	
3	East Zone – 12 Stories	
4	West Zone - 05 Stories	
5	Central Zone – 02 Stories	

**Note: Quoted amount include all Taxes and Expenses.**

**Tender will be decided Zone Wise only**

Signature & Seal of the Bidder.....

Date.....

**EVALUATION SHEET FOR PROPOSALS**

Sl. No.	EVALUATION CRITERIA	Maximum Marks (70)
1	Past Experience (Specially in short films making)	15
2	Quality of past work	07
3	Production infrastructure (In house editing studio and audio posting facility)	10
4	Experienced Manpower	07
5	Experience in local region	03
6	Technical presentation (film, sound clips, model etc.)	25
7	Recipients of Award from various apex professional bodies	03

Signature & Seal of the Bidder.....

Date.....