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हिमालयन वन अनुसंधान संस्थान
HIMALAYAN FOREST RESEARCH INSTITUTE.
(Indian Council of Forestry Research & Education)
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No.:4(Ext.-36)HFRI/2020/ 1070-1075 Dated: 10-अगस्त - August, 2021

सेवा में,

विषय: Documentary film on "Cold Desert of Western Himalaya" to promote Forestry Research activities in Cold Desert. - reg.


प्रिय महोदय,

हिमालयन वन अनुसंधान संस्थान, शिमला द्वारा Documentary film on "Cold Desert of Western Himalaya" to promote Forestry Research activities in Cold Desert. के लिए लिमिटेड निविदा अनुभवी फर्मों से आमंत्रित की जाती है। लिमिटेड निविदा के दस्तावेज (Limited Tenders Documents) एवं नियम व शर्तें भी सलंगन हैं। निविदाकारों को यह सुझाव दिया जाता है कि दरें प्रस्तुत करने से पूर्व यह बात ध्यान में रखे कि सामान की दरें, गुणवत्ता व मांग के अनुसार ही प्रस्तुत करें।

अतः निविदा (Limited Tenders Documents) में दी गई शर्तों व नियमों के अनुसार अलग-2 लिफाफों के ऊपर Technical Bid o Financial Bid लिख कर सील बन्द लिफाफे में इस कार्यालय में दिनांक 27.08.2021 को 3:00 PM बजे तक पहुंचनी चाहिए। लिमिटेड निविदा मांग के अनुसार (As per specification) प्राप्त न होने पर स्वीकार नहीं की जायेगी Technical Bid 27.08.2021 को 3:30 PM बजे खोली जाएगी व Financial Bid दिनांक 30.08.2021 को 11:00 AM बजे खोली जाएगी। लिमिटेड निविदा खोलने के समय आप या आपका प्रतिनिधि इस कार्यालय में उपस्थित हो सकता है। नियत तारीख के बाद प्राप्त होने वाली लिमिटेड निविदा को स्वीकार नहीं की जाएगी।

संलग्न : उपरोक्त

भवदीय,


प्रोक्योरमेंट अधिकारी
हि०व०अनु०सं०, शिमला-9

**TENDER DOCUMENT FOR PRODUCTION OF SHORT DOCUMENTARY FILM AND
AUDIO VISUAL ON “COLD DESERT: NORTH WESTERN HIMALAYA”**

Himalayan Forest Research institute (HFRI), Shimla intends to produce/prepare a Documentary film on “Cold Desert of Western Himalaya” to promote Forestry Research activities in Cold Desert.

For production/preparation of a documentary film (20-25 minutes) on cold desert of NW Himalaya. Intending **Film Production/Preparation Company/Firm /Agency** are invited to submit the bids for the subject cited above subjected to fulfilling the following criteria:

Eligibility Criteria

- a) The **Company/firm /Agency** should have been in existence for a minimum of Three years. Proof of them same to be submitted along with the technical bid.
- b) The Company should have experience of making at least Two short films/ Documentary film of either State or National or International standard. Work Order and Completion Certificate of the work needs to be submitted. SELF DECLARATION MUST BE SUBMITTED in organization/ firm/Agency’s letterhead.
- c) The Company should have a well-trained in-house production team. List of in-house production team stating their Designation and Experiences in relevant field should be submitted with Technical Bid and their CVs duly signed by the employee.
- d) Copies of Articles of Association (in case of registered firm). Bye laws and certificate of registration (in case of registered cooperative societies). Partnership deed (in case of partnership firm) should be submitted along with the technical bid.
- e) The bidder must submit a self-certificate in court affidavit that it has not been blacklisted by any Govt. department/ agency since its inception.
- f) Valid GST number and supporting document submitted along with the technical bid

The bidder must ensure that the documentary proofs to substantiate clauses (a) to (f) above are given in their technical bid otherwise the bid shall not be considered for evaluation.

(A) Scope of Work

- a) The duration of full version of documentary film is to be of 20-25 minutes and 5-8 minute of short version film.
- b) One minute’s promotional video will also to be submitted.
- c) Master production of HD format.
- d) The film shall contain success stories attached as (Annexure-I)
- e) It should be a well written concept around which the entire film would be based.
- f) The voice over shall be in Hindi & English languages.
- g) Shooting must be done by high end HD camera/Drone Camera.
- h) The project must be completed within 45 days from the release of work order.

(B) The work/ cost include:

- a) Script & Research (Pre-production)
- b) Production
- c) Raw stock
- d) Fooding & lodging
- e) Transportation
- f) Post- Production

- g) Remuneration
- h) Delivery in the format: DVDs (HD) & Pen drives

(C) Submission of Tender Fee

- a) The non-refundable tender fees of **(Rs 1180 only inclusive of GST)** must be submitted in the form of Demand-Draft drawn on a scheduled bank in favor of **“Director, HFRI Shimla”** payable at Shimla may be placed in an envelope. The envelope should be sealed and superscripted ***“Tender fee for production of SHORT DOCUMENTARY FILM on Cold Desert of western Hiamlaya”***. The envelope should be addressed and submitted to Director, Himalyan Forest Research Institute, Conifer Campus, Panthaghati, Shimla, HP 171013 before the due date and time specified in this document.

(D) Guidelines for Submission of Bids

Places: Kinnaur, Tabo, Lahaul and Spiti and Leh, Ladakh, UT

Annexure-1: Success stories of institute in Cold Desert region

Technologies/Research achievements of HFRI, Shimla and work done by HFRI in cold desert of Himachal Pradesh and Ladakh

- Nursery and plantation technologies of *Juniper polycarpus*
- Chilgoza (*Pinus gerardiana*): importance, new harvesting technique, regeneration studies and awareness campaign by institute for local people.
- Inventorized the endemic flora of cold desert region (Pooh subdivision)
- Carbon sequestration potential studies in Lahaul valley.
- DPR on Chenab River.
- Exploration of Kibber wild life century for flora.
- HFRI is as nodal centre for cold desert afforestation, in this regard Juniper plantation model has been successfully established in cold desert.
- Inventorization of Hemis National Park flora
- HFRI is as nodal centre for cold desert afforestation, in this regard Juniper plantation model has been initiated Leh cold desert region.
- Script shall be prepared after consultation with Director, HFRI, Head Extension, and concerned scientists who have worked in the cold desert area.
- Also cover, activities at Forest Research Station Tabo and nursery at Tabo, VVK Leh and Nursery at Leh and its surrounding flora. Besides, general topography, culture and interaction with local people of the region shall be covered.



PROCUREMENT OFFICER
HFRI, SHIMLA

नियम व शर्तें

TERMS AND CONDITIONS

1. The tender should be in sealed cover.
2. The tender should be addressed to the Director, Himalayan Forest Research Institute, Conifer Campus, Panthaghati, Shimla- 171 013.
3. Rates should be quoted strictly as per our requirement.
4. Rates quoted should be valid at least for three months from the date of opening of the tenders.
5. In case of any dispute, decision of Director, Himalayan Forest Research Institute, Shimla, shall be final and binding.
6. For non-compliance of the terms and conditions of the tender, the tenders are liable to be ignored/rejected.
7. The rates quoted should include the cost of materials, labour charges etc. required for completion of the work as per our requirement. Inclusive of GST be shown separately.
8. The tender will be opened in the presence of tenderers or their authorized representatives who may wish to be present. If there is a holiday on the said date due to any reason, the tenders will be opened on the next working day.
9. The Director, Himalayan Forest Research Institute, Shimla, reserves the right to reject all or any tender without assigning any reason thereof.
10. Supply order/work order would be awarded only after complete satisfaction of the Director, HFRI, Shimla-171013
11. The firm shall submit bill for the work done by him for the payment after completion of the work within stipulated time given in the work order.
12. The tender will be bound by the HFRI/ ICFRE rules and regulations
13. Income tax will be deducted at source as per Income Tax Act and the TDS certificate to this effect shall be issued to the contractor by the HFRI.
14. Performance Security Money @ 5% of the quoted price will be deposited, on the receipt of Supply order in the shape of demand draft.
15. In the event of non-completion of the works within stipulated period the Performance Security will be forfeited as under:-
 - a. For delay up to 10 days the Performance Security will be forfeited @ 25%.
 - b. For delay up to 10-20 days the Performance Security will be forfeited @ 50%.
 - c. For delay up to 20-30 days entire Performance Security will be forfeited.
 - d. After 30 days supply order will be cancelled.
16. The payment will be released only after satisfactory completion of the work after due checking and to the entire satisfaction of the Director, HFRI, Panthaghati, Shimla-171013 or authorized representative in this behalf.
17. If at any stage of the execution, the work is found unsatisfactory and not conforming to the specification, the Director, HFRI, reserves the right to cancel the work order and recover the cost, if any, from the allottee and get the remaining work done at the risk and cost of the allottee.
18. In case of any dispute, the Jurisdiction of Courts at Shimla, Himachal Pradesh, shall prevail

CERTIFICATE

1. I/We have gone through the above terms and conditions and agree to abide by the same
2. I/ We undertake to accept the interpretation of the above terms & conditions of the tender document as decided by the competent authorities of HFRI, Shimla. One copy of this is being sent herewith.

Date:

Place:

SIGNATURE

[Name, Designation, & Seal of the Tenderer]