



**Request for Proposal For  
Selection of Agency for Audio Visual Documentary Film for UT of  
DNH & DD  
(2<sup>nd</sup> Call)**

RFP Ref No: 5/253/DT/DNH&DD/DOC-FILM/2024-25/146

Dated - 06/02/2025

Issued by  
Department of Tourism, DNH & DD  
4th floor, Vidhyut Bhawan (Secretariat),  
Kachigam, Daman – 396 215

**(Available on [ddtenders.gov.in](http://ddtenders.gov.in))**

Email: [dnhddtourism@gmail.com](mailto:dnhddtourism@gmail.com)

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**U.T. ADMINISTRATION OF DADRA AND NAGAR HAVELI AND DAMAN & DIU,  
DEPARTMENT OF TOURISM**

**Notice Inviting Tender (NIT)**

**Tender No. 8/106/DOT/SHORTFILMS/2022-23/146**

**Dated: 06/02/2025**

1. Department of Tourism UT Administration of Dadra and Nagar Haveli and Daman & Diu intends to produce a Documentary Film to cover the various Tourism and allied projects of the UT.
2. **Name of Services:** Selection of Agency for Audio Visual Documentary Film for UT of DNH & DD
3. **Quantity & Specification:** 3 Films (As per Scope of Work.)
4. **Tender schedule is as follows:**

1.	Document Downloading Starts	06/02/2025
2.	Closing date and time for submission of tender	20/02/2025 (18:00 hrs)
3.	Pre-bid Meeting	12/02/2025 (12:00 hrs) (meet.google.com/ump-sacr-ucw)
4.	Tender opening date	21/02/2025 (12:00 hrs)
5.	Presentation and Financial Bid opening date & time	To be communicated later

**5. Accepting Authority:**

Director (Tourism), Department of Tourism

4<sup>th</sup> floor, Vidhyut Bhawan (Secretariat), Kachigam, Daman – 396 215,

UT Administration of Dadra & Nagar Haveli and Daman & Diu

Phone: 0260 2250002

## **General Notice**

- I. RFP through two tier bid system is invited by the Department of Tourism, DNH & DD (DoT) for selection of an agency/firm of repute for Production of a Documentary for UT Administration of Dadra & Nagar Haveli and Daman & Diu. Interested agencies, may submit the bids at [ddtenders.gov.in](http://ddtenders.gov.in).
- II. Technical Eligibility / Criteria for selection of the agency - The Technical proposal should contain RFP Document (duly signed and stamped to be submitted online & offline with Tender fee & EMD and other necessary documentary proofs.

### **1. TERM OF CONTRACT:**

- a. The term of contract will be upto completion of Audio-Visual Documentary Content of length 30-45 mins showcasing the developmental progress of the UT of DNH & DD over the past 8 years with respect to tourism and allied sectors.

### **2. SCOPE OF WORK:**

- a. Conceptualization and production of AV for digital and on-ground events or as we deem fit for usage and for unlimited period of time.
- b. The Creative Agency/Production House shall be required to design and produce the audio visual in Hindi, English or Gujarati languages to the satisfaction of the client requirements. Sub-titling in English and/or Hindi and/or Gujarati shall be required
- c. The Agency/ Production House will require to conduct extensive research on the UT of DNH & DD to understand the scale of development and change that has impacted the lives of the local people, stakeholders and improved local economy. The Audio Visual will require to present the true picture of change and the modern facilities that have been made available to the people of Union Territories.
- d. Once the research is done the team will require to submit the script for approval with the designated authorities and only after the requisite approvals have been given can they start with the next steps. The timelines for the delivery of the final audio visual will need to be submitted and approved with the authorities before proceeding. The quality standards of the audio visual have to be on par with the best standards in the industry made with qualified technicians and industry professionals.
- e. Any other work assigned related to electronic media activities.
- f. Editing, post production - recording music and voice over and for the above
- g. Will be responsible for post-production
- h. Studio hire for editing charges, Animation, Music compositions and voice over
- i. Delivery in the format: Hard disk (Final Video, all raw videos and photos shall be submitted)
- j. If some raw video is not available in high resolution; the agency will have to re-shoot that particular part/scheme.

### 3. ELIGIBILITY CRITERIA:

- i. The bidder can either be a company/partnership/ proprietorship firm registered under the Indian Companies Act, 1956/ the partnership Act, 1932 (Registration Certificate to be enclosed)
- ii. The Agency should have full-fledged registered/ branch office in India and should be in operation for minimum period of 3 years (Trade License for the last 3 years to be submitted along with Bid).
- iii. The bidder must have a minimum average turnover of Rs. 30 Lakh during the preceding three Financial Years (2021-22, 2022-23 and 2023-24). CA certificate along with audited reports & ITR to be submitted along with the bid.
- iv. The bidder must have sufficient skilled manpower and infrastructure. Details to be submitted along with bid.
- v. The bidder must have minimum 3 years of proven experience in creative, advertising, social media, production of television commercial, audio visuals, radio spots, promotion & publicity services. Documentary evidence to be submitted along with bid.
- vi. The bidder must have the experience of executing at least two comprehensive communication management including 360-degree media campaign during last five years. Documentary evidence to be submitted along with bid.
- vii. The bidder should have Professional experience of having produced at least 30 audio spots/jingles/video spots/ ad films in last 5 years. Documentary evidence should be submitted along with bid.
- viii. The bidder should have the ability to write script based on the concept provided within shortest possible time.
- ix. The bidder should have valid (a) GST Registration (b) PAN (c) Trade License & (d) MSME Registration
- x. Bidder should not have been debarred/blacklisted by any state government or central government or their instrumentalities. There should not be any criminal case pending before any court of competent jurisdiction. **A self-declaration certificate to this effect must be submitted along with the bid.**

#### 4. TERMS AND CONDITIONS:

- a) This RFP is not an offer and is issued with no commitment. **Director (Tourism), DNH & DD** reserves the right to withdraw the RFP and change or vary any part thereof at any stage and also reserves the right to disqualify any bidder at any stage.
- b) **Director (Tourism), DNH & DD** reserves the right to withdraw this RFP if it determines that such action is in the best interest of the **Member Secretary (SPOTAC)/Director (Tourism), DNH & DD**.
- c) No oral conversation or agreement with any official or employee of **Director (Tourism), DNH & DD** shall be superseded by the definitive agreement that result from this RFP process.
- d) Neither the bidder nor any of the bidders representatives shall have any claims whatsoever against **Director (Tourism), DNH & DD** or any of their respective officials, agents or employees arising out of or relating to this RFP or these procedures (other than those arising under a definitive service agreement with the bidder in accordance with the terms thereof).
- e) Bidders those who are found to canvas, influence or attempt to influence in any manner the qualification or selection process by offering bribes or other illegal gratification shall be disqualified from the process at any stage.
- f) An amount of **Rs. 10,000/- (Rupees Ten Thousand)** only will have to be deposited in the form of demand draft drawn on any nationalized/scheduled bank on India in favour the **Director (Tourism), DNH & DD** payable at **Daman** as Tender Fee with the technical bid.
- g) An amount of **Rs. 2,70,000/- (Rupees Two Lakh Seventy Thousand)** only will have to be deposited in the form of demand draft drawn on any nationalized/scheduled bank on India in favour of the **Director (Tourism), DNH & DD** payable at **Daman** as EMD with the technical bid. In case of an MSME firm, a valid MSME certificate shall be submitted instead of the EMD amount.
- h) EMD of unsuccessful bidders shall be released immediately on finalization of the bid/tender on application of the parties.
- i) Quality-and-Cost based Selection (QCBS) method will be used to select the most advantageous bid.
- j) The successful bidder has to submit a BG of 3% of Work order amount within 10 days of receiving the work order as performance guarantee. The EMD of the successful bidder will be returned after the submission pf the performance guarantee by the department.

## 5. EVALUATION CRITERIA:

Sl no	Technical Evaluation Criteria	Marks
1	Average minimum Financial Turnover for last 3 FYs a) Below 15 Lakhs - 3 b) 15 Lakh to 20 Lakh - 7 marks c) 20 Lakh and above - 10 marks	10
2	Experience of Content Design and Development of Digital & TV Advertisement a) Up to 2 assignment - 3 marks b) 2 to 5 assignment – 7 marks c) More than 5 assignments- 10 marks	10
3	<b>Key Experts' qualifications and competence for the Assignment (The parameters for marking will be years of experience, national &amp; international projects, and national &amp; international awards):</b> a) Director b) Director of Photograph c) Writer d) Producer	30
4	Proposed Methodology and Approach/Presentation	50
	<b>Total</b>	<b>100</b>

## 6. ANALYSIS OF TECHNICAL BID:

- i. In this part, the technical bid will be analyzed and evaluated and the technical bid marks (STM) shall be assigned to each bid on the basis of above evaluation matrix.
- ii. Each criterion will have specific score and only those Technical Bids receiving marks greater than or equal to cut-off marks i.e., 80 will be eligible for consideration in financial bids. If required, the Authority may seek specific clarifications from any or all Bidder(s) at this stage. The Authority shall determine the Bidder that qualify for the next phase after reviewing the clarifications provided by the Bidder(s). The bidder shall also be asked to make a presentation before the Committee to explain the points on the basis of which technical bids will be evaluated.

**Phase I Technical Bid Score:** The Technical Bid Score 'St' of the Bidder shall be derived as under

**St**= (Stm/SH) \*100, where

**St** is the Technical Bid Score

**Stm** = Score obtained by the concerned bidder

**SH** = Highest total technical bid marks amongst all evaluated bids

The Authority reserves the right to modify the evaluation process at any time during the RFP process, without assigning any reason, whatsoever, and without any requirement of intimating the Bidder of any such change. At any time during the process of evaluation the Authority may seek specific clarifications from any or all Bidder.

**Phase II Evaluation of Financial Bids:**

In this phase, the Financial Bids of the Bidder, who are technically qualified in Phase II, shall be considered. Formula to determine the scores for the Financial Bids shall be as follows

**sf**= (FL / F) \*100, Where

**Sf** is the Financial Score

**FL** is the value of lowest Commercial Bid

**F** is the price quoted in the bid under consideration

**Phase III Combined Evaluation of Technical & Financial Bid:**

- i. The Total score of the Bidder will be determined as under  
**Total Score (Ts) = (.70 x St) + (.30 x Sf)**
- ii. The Bid of the Bidder, who obtains the highest Ts value, will be rated as the Successful bidder. In the event of a tie, the bid with the highest technical score (St) will be rated as the Successful bid. Beyond that, Authority will decide the matter in its full discretion.
- iii. The Authority will award the Contract to the successful Bidder whose bid has been determined to be substantially responsive and has been determined as the best bid, provided further that the Bidder is determined to be qualified to perform the Contract satisfactorily. The Authority shall however not bind itself to accept the best bid or any bid and reserves the right to accept any bid, wholly or in part.



## 7. BID SUBMISSION:

Bidders will have to submit their technical online as well as offline in an envelope along with EMD and Tender Fee. Whereas, the financial bid is to be submitted online only on [ddtenders.gov.in](http://ddtenders.gov.in). The Technical bid should be marked as "Technical Bid" and super-scribed "**RFP for Selection of Agency for Audio Visual Documentary Film for UT of DNH & DD**" and addressed to

**The Director (Tourism), DNH & DD**

4<sup>th</sup> Floor, Dept, of Tourism, Vidhyut Bhawan (Secreteriat),  
Kachigam, Daman 396 210.

- a) Bidders may submit their bids by post or by hand at the aforementioned office.
- b) The inner and outer envelopes shall bar the:
  - i. Name and complete address along with the mobile, telephone number and email address of the Bidder;
  - ii. Complete postal address of the Client;
  - iii. Bid Ref. No. and subject matter of procurement;
- c) Technical bid should contain:
  - i. Earnest Money Deposit (EMD) and Tender Fee in the form of DD.
  - ii. Self-attested copies of valid certificate of incorporation, trade license, PAN, GSTIN.
  - iii. Proof of turnover for last 3 financial years
  - iv. Documentary evidence of past work experiences in the films.
  - v. Documentary evidence of executing at least three creative, advertising, social media, production of television commercial, audio visuals, radio spots, promotion & publicity services during last three years for any government department and other necessary documents as per eligibility criteria mentioned above.
  - vi. Self-declaration certificate for non-blacklisting.
  - vii. The bidder must sign and affix seal on every page of submitted documents.
  - viii. The bidder must submit copy of complete RFP document with sign and seal of bidder.
  - ix. CV of proposed Key experts.
  - x. Any other documents required for fulfilling eligibility criteria.

## **8. PAYMENT SCHEDULE**

On approval of the bid the following is the payment schedule that will be followed and is non-negotiable in any condition for all purposes.

Stage 1 - 20% on approval of script

Stage 2 - 20% on completion of shoot

Stage 3 - 10% on completion of First Draft of the movie

Stage 4 – 50% after delivery of the film and acceptance and approval of the final film materials

The payments will be deposited in the mentioned account of the successful vendor after following all the departmental code formalities when the invoice is received.

## **9. BID EVALUATION:**

a) Bids will be opened initially as per prescribed schedule and checked as per the eligibility criteria. Bids of the eligible agencies will be evaluated as per the technical evaluation criteria defined.

**b) Financial Bids of only those whose Technical Proposals are found responsive will be opened and evaluated.**

## **10. VALIDITY OF BID:**

Bids shall remain valid for acceptance for a period of 180 days after opening of Technical Bid. Bids with shorter validity shall be rejected. Tender Inviting Authority may solicit bidder's consent for an extension of validity period. A bidder may refuse extension request without forfeiting their EMD.

## **11. VALIDITY OF OFFER OF SUCCESSFUL BIDDER:**

The validity of offer of the successful bidder shall be 61 Days from the date of finalization of the order and the successful bidder will be bound to supply the items at agreed rates and terms during this period.

## **12. NON-ASSIGNMENT OR SUB- LETTING:**

The bidder shall not, at any time, assign, sub-let or make over the contract or the benefit thereof or any part thereof to any person or persons, whatsoever.

## **13. FORCE MAJUERE:**

The above conditions of delivery period, price reduction & termination etc. are subject to force majeure conditions which are beyond the control of the agency, do not involve fault or negligence of the agency and are not anticipated. Such events may include but are not limited to riots, mutinies, war, fire, storm, tempest, flood, earthquakes, epidemics, or other exceptional causes like quarantine restrictions, freight embargoes. On specific request made by the bidder the time period of delivery may be extended by the tender inviting authority at his discretion for such period as may be considered reasonable. However, the condition shall not include scarcity of raw materials, power cut, labour dispute, failure of sub-vendor and increase in cost of raw material.

#### **14. FRAUD & CORRUPTION:**

The bidders, agencies & contractors shall observe the highest standard of ethics during bidding and during performance of the contract. For the purposes of this provision, the following acts shall be considered as corrupt and / or fraudulent practices –

- a) “Corrupt Practice” means offering, giving, receiving, or soliciting directly or indirectly, of anything of value to influence the action of an official in the procurement process or in contract execution.
- b) “Fraudulent Practice” means misrepresentation or omission of facts in execution of contract.
- c) “Collusive practice” means a scheme or arrangement between two or more bidders, with or without the knowledge of the purchaser, designed to establish bid prices at artificial, non-competitive level.
- d) “Coercive Practice” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in a procurement process or in execution of a contract.

During the process of evaluation of a bid or proposal for award of a contract, if it is detected that a bidder directly or through agent has engaged in corrupt, fraudulent, collusive or coercive practice in competing for the contract in question, then

- i) the bid shall be rejected and
- ii) declare the bidder ineligible for a specific period or indefinitely to participate in a bidding process. However, if any such practice is detected at any subsequent stage or during execution of the contract, the Tender Inviting Authority will exercise the right to cancel the contract and make suitable alternative arrangement at the risk and cost of such offending bidder.

#### **15. PAYMENT PROVISIONS:**

- a) Payments towards the supply of items will be made strictly as per rules, terms & conditions of the Tender Inviting Authority. All payments shall be made by electronic clearance mode in favour of the agency.
- b) On completion of supplies of ordered quantities bills/ Invoices should be raised intriplicate in the name of the Tender Inviting Authority with address.
- c) If at any time during the period of contract, the price of tendered items is reduced or brought down by any law or Act of the Central or State Government or by the Bidder himself, the Bidder shall be bound to inform Tender Inviting Authority immediately about such reduction in the contracted prices. Tender Inviting Authority is empowered to unilaterally effect such reduction as is necessary in rates in case the Bidder fails to notify or fails to agree to such reduction in rates.
- d) Any Tax/Duties levied by Govt. during the tenure of the contract will be affected on the contract price.

**16. LAWS GOVERNING THE CONTRACT & JURISDICTION:**

The contract shall be governed by the laws in force in India. In the event of any dispute arising out of the tender, such dispute would be subject to the jurisdiction of the Court within the UT only.

**17. Penalty**

- a. If the Contractor fails to complete the audio-visual documentary film within the agreed-upon timeline, a penalty of 3% of the contract value shall be imposed for each day of delay.
- b. If the Contractor fails to comply with the technical specifications or quality standards outlined in the Contract, a penalty of 3% of the contract value shall be imposed for each instance of non-compliance.
- c. The Owner shall have the right to deduct the penalties from any payments due to the Contractor.
- d. The Owner may waive the penalties in whole or in part if the Contractor can demonstrate that the delay or non-compliance was due to circumstances beyond their reasonable control.

**18. Termination Clause-**

- a. If the selected bidder party materially breaches any of its covenants/scope of work under this Tender document and fails to cure such breach within 7 days of receiving written notice thereof (such notice specifying the nature of the breach), the Tender Inviting authority may, at its option, terminate the Work Order by giving written notice to the breaching party.

**19. FORMAT FOR COMMERCIAL BID:**

Note - To be uploaded online only

Sl. No.	Service/Project	Unit	Rate (including all Taxes)	Estimated Size/Duration /Quantity.	Total Cost
1	Making of Audio-Visual Documentary Film for UT of DNH & DD (Including taxes)	Maximum 45 minutes		1 Job	
TOTAL					

**Annexure A - Tender Form**

(For all the terms & conditions of tender document are acceptable to bidder)

To  
The Director (Tourism),  
Department of Tourism  
4th floor, Vidhyut Bhawan (Secreteriat), Kachigam, Daman – 396 215

Ref No. \_\_\_\_\_

Dated \_\_\_\_\_

I/We, the undersigned have examined the above-mentioned RFP/tender document, including amendment/corrigendum's (*if any*), the receipt of which is hereby confirmed. We now offer to create and submit the *services in* conformity with your above referred document.

If our tender is accepted, we undertake to perform the services as mentioned in tender document with the delivery schedule specified in the "Scope of Work" of tender document.

I/We further confirm that, if purchase order placed with us, we shall provide you with a performance security of required amount in an acceptable form for due performance of the contract.

I/We agree to keep our tender valid for acceptance as required in tender document or for subsequently extended period, if any, agreed to by us. I/We also accordingly confirm to abide by this tender up to the aforesaid period and this tender may be accepted any time before the expiry of the aforesaid period. I/We further confirm that, until a formal contract is executed, this tender read with your written acceptance thereof within the aforesaid period shall constitute a binding contract between us.

I/We further understand that you are not bound to accept the lowest or any tender you may receive against your above-referred tender enquiry.

We confirm that we do not stand deregistered/banned/blacklisted by any Govt. Authorities.

I/We confirm that we fully agree to the terms and conditions specified in above mentioned TE document, including amendment/ corrigendum etc. if any.

(Signature with Date) (Name and Designation)

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To Be Signed By the Proprietor / All Partners of the Firm / Directors of the Company  
under Its Common Seal