

Tender Cost Rs. 1000/-
Received above amount

Sale Counter

ALLAHABAD MUSEUM, ALLAHABAD

**Documentary Film
2014-15**

Country Code+91 & STD Code 0532
Telephone no. 0532-2407409
Email : allahabadmuseum@rediff.com
Website: [The allahabadmuseum.com](http://The.allahabadmuseum.com)

Tender Selling date & time
11 a.m.; 18.02.2015 on wards

Tender Opening date & time
4 p.m.; 28.02.2015

Allahabad Museum, Allahabad

Ref. No. AM/T.N./2014-15/

Dated 14th February, 2015

Tender Notice

Allahabad Museum, Allahabad intends to prepare a short documentary film of duration of 30 minutes of Allahabad Museum and its art objects displayed in galleries/reserve collection, surrounding archaeological sites connected with the reserve collection together with add film of duration of 2 minutes on the above materials in English and Hindi.

Reputed advertising agency/ Film Maker/ Photographer having at least 15 years experience in film making are required to submit their tenders on above said documentary film in English and Hindi together with the CD showing their expertise in the field of documentary film making. Item wise estimate of charges for preparation of proposed film should be submitted to the undersigned as per details given in the tender document that can be had from the Museum from 18th February 2015 to 28th February 2015 between 11 a.m.- 2 p.m. on cash payment of Rs. 1000.00 at the Sale Counter. Alternatively it can be downloaded from our website theallahabadmuseum.com/allahabadmuseum.org and in that case the concerned applicant must have to deposit 1000/- in the form of Bank Draft in favour of Director, Allahabad Museum, Allahabad. The duly filled applications must reach the undersigned along with all the documents such as PAN, TIN, Address Proof, Id Proof, Solvency Certificate, Character certificate, Experience Certificate and CD of any documentary film prepared by the tenderer on any cultural institution covering their activities, with an E.M.D. in the form of a Bank Draft amounting Rs. 8750.00 in favour of Director, Allahabad Museum, Allahabad from any nationalized bank payable at State Bank of India, Main Branch, Allahabad positively by 14 hrs of 28.02.2015 failing which no application will be received and no correspondence there on will be entertained.

The undersigned reserves the right to accept or reject any or whole of the tenders without assigning any reason thereof. It is further informed that the script, story line, dummy, final film will be screened and examined by the committee consisting of experts in the field and in case, if at any stage, the work is not found up-to the mark, the whole work order will be treated as cancelled and no correspondence thereafter will be entertained.

(Rajesh Purohit)

Director

1. Tender Price

- a. The tender shall be for the full work as stated on prepage. Corrections if any, shall be made by crossing out, initiating dating & rewriting.
- b. All duties, taxes & other charges paid by the tenderer shall be included in the total price.
- c. The rates quoted by the tenderer shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- d. The prices should be quoted in Indian Rupees.
- e. Each tenderer shall submit only one quotation.

2. Validity of Tender

Tender shall remain valid for a period of 180 days after the dead line date specified for submission.

3. Evaluation of Tenders

The Allahabad Museum, Allahabad will evaluate and compare the tenders determined to be substantially responsive i.e.

- (a) properly signed
- (b) conform to the terms & conditions

4. Award of the Work Order/Supply Order

The Director, Allahabad Museum, Allahabad will award the work to that tenderer whose tender has been determined to be substantially responsive and who has offered the lowest evaluated tender price.

a. Notwithstanding the above, the Director reserves the right to accept or reject any tender at any time prior to the award of contract/work order.

b. The tenderer whose tender is accepted will be notified for the award of work order by the Director prior to the expiry of the validity of the expiry period of the tender. The terms of accepted after shall also be incorporated in the work order if falls under Govt. Financial Rules-2005.

5. Formats & signing of the Tender

The tender shall be typed or written in indelible ink and signed by the tenderer. All the pages of the tender shall be initiated by the tendere.

Any interlineations, erasers or over writing shall be valid only if they are initiated by the tenderer.

The tenderer shall furnish information as described in the form of the tender.

6. 100% of the payment shall be made only after the completion of the successful work in the order to be awarded to the tenderer.

7. Each tenderer will have to submit a certificate to the effect that no problem will occur in the film prepared by the tenderer within span of 3 years and if it occurs, the same will be got rectified by the tenderer free of cost.

8. Further each tenderer must submit the certificate of 15 yrs. work experience & PAN, TIN, Address Proof, Id Proof, Solvency Certificate, Character certificate, Experience Certificate and CD of any documentary film prepared by the tenderer on any cultural institution covering their activities, with an E.M.D. in the form of a Bank Draft amounting Rs. 8750.00 in favour of Director, Allahabad Museum, Allahabad from any nationalized bank payable at State Bank of India, Main Branch, Allahabad

9. You are requested to provide your offer latest by 28.02.2015 at 2 p.m.

10. We are looking forward to receive your quotations & thank you for your kind interest in this tender process.

(RAJESH PUROHIT)

Director

Telephone no. 0532- 2407409

Instructions/Guide Lines to Tenderers

1. Tenders who had done the work in Govt. departments in the last 15 years should only apply.
2. The tenderers must have been registered/reputed.
3. The tenderers should enclose the cliental list with contact address along with the phone/fax for reference/E.mail/id proof/ web site address etc.
4. The tenderers are requested to submit their quotation with E.M.D. Rs. 8750/- @2.5% of total estimated cost in the form of Bank Draft from State Bank of India, in favour of Director, Allahabad Museum, Allahabad. Tender without EMD will be summarily rejected E.M.D.'s of all the tenderers shall be returned back after the supply order is issued to the successful tenderer.
5. (a) a 10% deduction as security deposit will be made from the bill of tenderer to whom the work order will be issued and this amount will be retained till one year.
(b) 2% Income Tax deduction will have to be made at source from the bill of successful tenderers.
6. The tenderers should enclose relevant documents where ever necessary to substantiate his eligibility.
7. The museum is eligible for and can provide necessary documentation for custom/exercise/octoria exemption on demand if permitted under rule.
8. The Director, Allahabad Museum, Allahabad reserves the right to reject/accept any or whole or part of any of the tender with proper reasons.
9. If the successful tenderer is not able to carry out the work as specified in the work order even after expiry of the specified period or his work is not found up-to the mark at any level by the committee consisting of experts constituted by the Director will be treated as cancelled. The tenderer will have to submit an undertaking in this regard that this condition is acceptable to him. In case of extra ordinary circumstances the tenderer may submit a request for extension of validity of the work order with proper justification prior to the expiry of the specified date in the tender.
10. 100% payment will be made only after completing the work. No advance prior to the work will be given to the tenderer.
11. The tenders must be accompanied by documents such as 15 yrs. experience certificate of work in a Govt. department. solvency certificate, pan card photocopy, photocopy of I.T.R., address proof, I.D. proof etc.
12. If during the course of work of documentary film in the Museum by the tenderer any damage to any object, antiquity, building or any untoward incident does occur, the tenderer will be solely responsible and accordingly the compensation will be charged from him.

Signature of A.A.O.

Signature of Tenderer

Format of Tender

Brief Description of the film to be prepared.	Amount
Specification attached herewith.	

We agree to prepare the above documentary film in accordance with the specifications for a total tendered price of with in the period specified in the tender.

Each tenderer will have to submit a certificate to the effect that no problem will occur in the film prepared by the tenderer within a period of 3 years and if it occurs, the same will be got rectified by the tenderer free of cost.

Note:1. Preference will be given to reputed dealers.

2. Tenderers should provide copies of original memorandum & articles of Association, defining the constitution of legal status, place of registration & place of business of the company.

1.	Opening date for sale of Tender	18.02.2015; 11 a.m.
2.	Closing date/time for sale/submission of Tenders	28.02.2015; 2 p.m.
3.	Opening date/time for Tenders	28.02.2015 at 4 p.m.
4.	Tenders to be submitted at	Assistant Administrative Officer, Allahabad Museum, Allahabad
5.	Place of opening of Tenders	Committee Room, Allahabad Museum, Allahabad.

Raghuvansh Tiwari)
Assistant Administrative Officer

Documentary Film on Allahabad Museum

Proposal at Glance

Title of the Film	:	Documentary Film on Allahabad Museum
Duration	:	15 to 20 minutes
Lungauage	:	Hindi/English
Format	:	High Definition (HD) TV/DVC pro
Tracks	:	With International Tracks So that the film can Be dubbed in any language
Deliverables	:	One Digital Master DVC Pro Tape (Mixed master) One Digital Master DVC Pro Tape (Unmixed master) Five Master DVDs 20 High resolution full frame photos
Budget	:	
Producer-Director	:	
Cameramen	:	

Documentary Film on Allahabad Museum Budget Breakup

No. of Shooting days :

Camera Equipment rental including, lights, trolleys
Reflectors lighting trolleys etc.

=

Editing Studio Rentals

=

Editor's Charge

=

Raw Stalk fresh video cassettes

=

Sound Studio & Dubbing Studio Rental

=

Music Director

=

Director

=

Anchor

=

Assitant Director

=

Technicians

=

Scripting

=

Voice Over

=

Cameraman and Assistant

=

Sound Record and Assistant

=

DVD Mastering

=

Graphics

=

Location Shooting Expenses

=

Pre Shooting Expenses

=

Boardind and loading for Shooting crew

=

Travel and Transport

=

Misc. & Unforeseen Expenses

=

Total

=

No license fee should be included in the above price as for shooting the monuments and antiquities as the museum comes under the Ministry of Culture, Govt. of India