



भारत सरकार / Government of India

मानव संसाधन विकास मंत्रालय / Ministry of Human Resource Development

उच्चतर शिक्षा विभाग / Department of Higher Education

भारतीय भाषा संस्थान / Central Institute of Indian Languages

मानसगंगोत्री, हुणसूर रोड, मैसूर – 570006 / Manasagangotri, Hunsur Road, MYSORE- 570006

F.No. ETU/CIIL documentary/2019-20

8th September 2019

Dear Sir / Madam,

**Sub: Invitation of quotation for preparation of a short documentary of CIIL, Mysore–
reg.**

Sealed competitive quotations are invited by the undersigned for the preparation of a short documentary focusing on the achievements of the CIIL in last five decades from the reputed films / documentary production industries. The documentary film must be of HD quality with HD effects and must be of 20-25 minutes.

TERMS AND CONDITIONS

Preparation and Delivery: The documentary film must be prepared within 15 days from the date of work order.

Central Institute of Indian Languages

Manasagangotri, Mysore-570 006

Prices : Prices must include all production charges, applicable taxes & Delivery charges (if any)

Warranty : Normal on-site from the date of successful delivery

1. Quoted Price:

- The tenderer shall quote for production of the documentary film attached.
- All duties, taxes and other levies payable by the tenderer (including taxes on the finished documentary film) shall be included in the item rate.
- The delivery charges may also be mentioned if any.
- The rates quoted for production of the film shall be fixed for the duration of the contract and shall not be subject to any adjustment.
- Rates for production of partial quantity of the film are not acceptable.
- Corrections if any shall be made by crossing out, initialling with date and rewriting.

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- The specifications should be drafted to permit the widest possible competition and at the same time present a clear statement of the required standards of workmanship, materials, and

performances of the goods to be procured. Minimum functional specifications should be specified for equipment. Only if this is done with the objectives of economy, efficiency and fairness in production is realized, responsiveness of quotations be ensured and the subsequent task of evaluation of quotations facilitated.

- (b) Wherever the film production is done by Central Bureau of Film certification should be given. If such certification is received should be specified in the quotation.
- (c) Reference to Brand name and catalogue number should be avoided as far as possible. Where unavoidable, they should be followed by the words “or at least equivalent”

2. Each tenderer must submit only one quotation.

3. Delivery: A pre-final copy must be submitted and after the sanction of the approval of the same, the final copy of the documentary film may be submitted to The Director, Central Institute of Indian Languages, Manasagangotri, Mysore-570 006.

3. Validity of quotations:

The quotation shall remain valid for a period not less than 30 days after the deadline fixed for submission of quotations.

4. Evaluation of quotations:

The Purchaser will evaluate and compare the quotations determined to be substantially responsive i.e., which are properly signed, and conform to the terms and conditions and specifications in the following manner:

- a. The evaluation will be done including the Sales tax. If the tenderer has not included the Sales tax in his quotation for the item rate, and has also not indicated the rate of Sales tax applicable, the quoted rate will be treated as though it is inclusive of the Sales tax and no extra payment for Sales tax will be made.
- b. The evaluation would be done for all the items put together. The items for which no rates have been quoted would be treated as zero and the total amount would be computed accordingly. The tenderer who has quoted for partial quantity of any one or more item(s) may be treated as non-responsive, if so desired by the purchaser. Purchaser will award the contract to the responsive tenderer, whose total cost for all the items put together is the lowest.

5. Award of contract:

- a. The Purchaser will award the contract to the tenderer whose quotation has been determined to be substantially responsive and who has offered the lowest price as per para 5(b) above.
- b. The Purchaser reserves the right at the time of contract award to increase or decrease the quantities of any or all of the items indicated in para 1 above by 25% without any change in the unit price or any other terms and conditions.
- c. The Purchaser prior to the expiration of the quotation validity period will notify the tenderer whose quotation is accepted of the award of contract. The terms of the accepted offer shall be incorporated in the Work order.

- d. Payment shall be made after the delivery of the documentary film and its acceptance.
- e. Notwithstanding the above, the Purchaser reserves the right to accept or reject any quotations and to cancel the quotation process and reject all quotations at any time prior to the award of the contract.

6. Last date and time of receipt of quotations:

You are requested to submit the sealed quotations superscripted on the envelope as **“Quotations for the production of a short documentary film of CIIL, Mysore”** Due on **24/09/2019 latest by 17:00 hours**. The quotations should be addressed to **“The Assistant Director (Admn.), Central Institute of Indian Languages, Hunsur Road, Manasagangotri, Mysore-06”**.

We look forward to receiving your quotations.

Yours faithfully,
Sd/-
Asst. Director (Admin) i/c

FORMAT OF QUOTATION

Sl. No.	Description of the Item	Rate	Qty.	Total Amount (inclusive of All applicable taxes)
1.				
2.				

Gross Total Cost: Rs..... (in words.....)

1. We agree to produce the above documentary in accordance with the technical specifications for a total contract price of Rs. (in figures) (Rs..... (in words), within the period specified in the Invitation for Quotations.
2. We also confirm that the warranty/guarantee of months shall apply to the offered goods.

(Tenderer)

Name:

Signature:

Date:.....