



VASANTDADA SUGAR INSTITUTE
MANJARI BK., HAVELI, PUNE- 412307
Phone: 020-26902286/316
WEBSITE: www.vsisugar.com

Minutes for the Pre-Bid Meeting
For Tender of VSI Film

Date: 04.05.2023

The pre bid meeting regarding the tender for Creative Manpower for Corporate Film Production was held on 04.05.2023 in VSI Office at 03.00 pm.

The representatives of 03 interested parties has participated in the meeting.

1. Sai Media Solutions
2. SB Production Pvt. Ltd.
3. Rohan's Eye.

Following clarifications issued in the meeting in respect of queries raised by the prospective bidders.

Sr. No.	Query	Clarification
1	Language of 5 minute Departmental Short Films	In English & Marathi both language
2	Approx. Qty. of Departmental Films	Minimum 8 Nos.
3	Work completion & Delivery	Before 30 th November 2023
4	Presentation of work	All bidder will give presentation of their previous work / films as when directed
5	Places of shooting	Already mentioned in tender document (Refer Scope of Work- on Page No. 6)

For Any further Communication Contact: **Mr. D.B. Ghule 9822450838**

Please Note: -

The minutes of meeting form part of tender document and agreement.

The signed copy of the pre-bid meeting should be submitted along with tender documents.

DIRECTOR GENERAL



VASANTDADA SUGAR INSTITUTE
MANJARI BK., HAVELI, PUNE- 412307
Phone: 020-26902286/316
WEBSITE: www.vsisugar.com

TENDER NOTICE

28.04.2023

Sealed offers in two envelopes (in prescribed format) are invited from reputed Agency/ Firm/ Individuals for Creative Manpower for Corporate Film Production as detailed below;

Sr. No.	Item/Description	Tender form fees	EMD Amount
1.	Tender for Creative Manpower for Corporate Film Production- I. 10 to 15 minutes corporate film in Marathi II. 10 to 15 minutes corporate film in English III. 5 Minutes short film of each department/ activities	4,012/- Incl. GST	17,000/-

For detailed tender notice, please visit website. The tender form can be downloaded from website. The Pre bid meeting will be on **04.05.2023 (03.00 pm)**. Last date for submission of Tender form is **15.05.2023 (till 5.00pm)**. Institute reserves the right to accept or to reject any or all tenders without assigning any reason thereof.

DIRECTOR GENERAL

COMMERCIAL BID

TENDER FORM No.

From: _____

 Ph/Mobile No. _____

To,
 The Director General,
 Vasantdada Sugar Institute,
 Manjari Bk., 412 307,
 Tal.- Haveli, Dist.- Pune

Sub: Tender for

Dear Sir,

As per your tender notice published, we are submitting herewith our lowest offer as under.

Sr. No.	Particulars	Rate	Quantity	Amount Rs.

Note: The rate should be quoted in words & figure.

Terms & Conditions:

1. Taxes :
2. Delivery :
3. Validity :

Declaration: I/We agreed to complete the work within stipulated period and also accept all terms and conditions mentioned in tender.

Yours faithfully,

Signature:

Name :

Stamp of the firm:

Tender Terms & Conditions:-

1. Please quote the rate including all Transport/ freight, Loading & Unloading up to at VSI, Manjari BK and taxes (GST) extra separately.
2. Separate Demand Draft of (a) **Rs. 4,012/-** (Non-refundable) (GST included) towards tender form fee and (b) **Rs.17,000/-** towards Earnest Money Deposit (EMD) of Nationalized/scheduled Bank in favor of Vasantdada Sugar Institute, Pune be submitted with offer.
3. Agency will have to complete the order as per the work/purchase order. If the Agency failed to complete the job penalty equal 0.50% of cost of contract value per week will be recovered.
4. All Other Taxes, Road Tolls, Octroi etc. on the Agency/firm account.
5. The Institute is not responsible for any accidents/claims during the any activity of films.
6. Agency should submit the delivery challan, without this unloading will not be allowed.
7. The Agency should give prior intimation before each activity, shooting/ filming.
8. Selected Agency should complete supply within 90 days (3 Months) from the date of order.
9. Payment shall be made by Cheque/RTGS only after statutory deductions. No advance is allowed.
10. The decision of Director General VSI is binding on agency in respect of all the dispute.
11. T.D.S. provisions of I.T. Act are applicable, and according T.D.S. at applicable rate would be deducted from bill amount.
12. Selected Agency will have to deposit the security deposit of 4 % of the total order cost and the same shall remain in the hand and custody of VSI without any interest till completion of Warranty Period. Selected Agency will have to sign an Agreement before placement/receiving of order on Rs. 500/- non judicial stamp paper.
13. 100% payment will be made within 30 days after 100% completion of work & receipt of invoice.
14. If the supplier failed to supply the material/ Work ordered, the same would be purchased/ work will be done from other agency at the risk & cost of the Firm.
15. Bids should be submitted by interested bidders to the on the name of DIRECTOR GENERAL, VSI, Pune by **15.05.2023** up to 5.00 pm (Should contain Tender ref. No.)
16. All copies of Films will be property of VSI & Agency will submit all copies to VSI with Invoice.

Eligibility Criteria :-

- I. The Bidder/ Agency/ Firm/ Individual have worked with similar type of project with the organizations like VSI previously will be preferred first.
- II. The Bidder/ Agency/ Firm/ Individual must have their own contact office in Pune.
- III. The Bidder/ Agency/ Firm/ Individual should have minimum TEN (10) Years' experience in the field of production of videos with own in-house facilities & support for cameras & special shooting equipments. Drone, recording studio, editing studio, content writing, Multi-Language support, broadly classified into Pre-Production, Production & Post Production activities respectively.
- IV. The Bidder/ Agency/ Firm/ Individual should go ahead only after approval of the concept & script by VSI authorities.
- V. The Bidder/ Agency/ Firm/ Individual should have expertise in converting short films into the regional languages of India on need to need basis for which separate charges will be paid.

- VI. The Bidder/ Agency/ Firm/ Individual should be registered with the concerned tax authorities such as TIN/ Tan, PAN, Service Tax, Sales Tax/ Vat or GST as applicable from time to time and other authorities. Copy of certificates to be submitted along with Technical Bid.
- VII. The Bidder/ Agency/ Firm/ Individual must submit a list of firms & Organizations for whom they have undertaken similar projects segregated as completed, in-process & upcoming respectively.
- VIII. The bids without EMD & Tender form Fees will not be entertained.
- IX. The Bidder/ Agency/ Firm/ Individual shall provide undertaking for maintaining privacy, for avoiding Conflict of interest, Statement for Non- Vested Interest & for maintain high-levels of Standards & Professionalism in providing latest & updated information/ Technology to the VSI particularly in respect of any change taking place subsequent to the tender submission.
- X. The Bidder/ Agency/ Firm/ Individual shall provide certificate that the firm or organization or corporate or any person associated with the operation & management are not Black-Listed by VSI.
- XI. The successful Bidder/ Agency/ Firm/ Individual shall have to enter into separate agreement with VSI as and when engaged for an event / film.
- XII. For all shooting purpose travelling arrangements will be provided by VSI to successful bidder.
- XIII. The agreement will be valid for one year & can be extended further based on the performance.

IMPORTANT NOTE:

The Tender should be submitted in two separate sealed envelopes mentioning details in the following manner.

Envelope No. 1: Technical Bid

It should contain D. D of EMD, Cost of Tender Form, technical manpower available, the list of customers for whom similar works have been supplied, a copy of Firm registration, a copy of GST registration, a copy of PAN card, a copy of other statutory registration if any, Technical Information & brochure (If Applicable)

Envelope No. 2: Financial/ Commercial Bid.

It should contain Commercial offer only. The rates should be quoted both in words and figures. In case of variation in rate quoted in figures & word, the rate quoted in word shall be acceptable.

(Chief Accountant & I/c. Purchase)

Scope of Work:-

Tender for Creative Manpower for Corporate Film production-

- i) 10 to 15 minutes corporate film in Marathi language
- ii) 10 to 15 minutes corporate film in English language
- iii) 5 minutes short films of each department/ activities.

Includes: The film shall cover all aspects of the project – the reach of the VSI, includes entail review of VSI Manjari, Naigaon, Lonarwadi (Pune), Amboli (Sindhudurg), Patharwala (Jalna) , Mhasala & Gopalpur (Nagpur).