

# **INDIAN COUNCIL OF HISTORICAL RESEARCH**

(Ministry of HRD, Govt. of India)

35, Ferozeshah Road, New Delhi - 110001

## **Notice of invitation from documentary film maker**

### **For Technical bids and Financial Bids for making a documentary on the historic personality of Rana Kumbha of Mewar**

#### **BACKGROUND AND TERMS & CONDITIONS**

##### **1. Background**

The Indian Council of Historical Research (ICHR) is an autonomous body of the Ministry of Human Resource Development, which had been established by an Administrative Order of the then Ministry of Education. Among its aims are to bring historians together and provide a forum for exchange of views between them; to give a national direction to an objective and scientific writing of history and to have rational presentation and interpretation of history; to promote, accelerate and coordinate research in history with special emphasis on areas which have not received adequate attention so far; etc.etc.

The ICHR, over many years, has provided financial assistance to the historians and direction to the research scholars in their multifarious topics of historical research through established historians and scholars of the country.

##### **2. Proposal for a documentary on Rana Kumbha of Mewar**

Rana Kumbha of Mewar, a legendary figure in the history of this country and known for his valor and immortal contribution in innumerable 1st form of forts and monuments like Vijay Stambha (including the fort of kumbhal-garh) is well known, but still there is a felt need to put his contribution in the perspective for the general public, present and future generations as well as the historians so that role of Rana Kumbha is well appreciated. With this objective in view ICHR has planned to make a 25-30 minute documentary for a wider dissemination of information on and significance of Rana Kumbha in our history.

The documentary is proposed to be based on available research, visits to monuments, interviews with concerned experts/officials, local resource persons etc. The documentary may be made as an informative, interesting and authentic product. ICHR plans to utilize the services of professional documentary makers for this objective.

##### **3. Scope of work**

- a) Total number of master film : One
- b) Duration of film : 25-30 minutes
- c) Shoot format: Shooting in HD and mastering in various formats as specified in deliverables under section 4.
- d) Language: Master Production in Hindi with English sub-titles.
- e) Production of the documentary complete in all respects for telecast through means like TV channel and Youtube etc.

The documentary has to be of high quality in terms of technical parameters as well as the content, having an appeal for subject experts as well as the general public.

#### **4. Deliverables**

- i). Master copy of the documentary with English sub-titles in full HD resolution format (.MOV file).
- ii). Master copy of the documentary with English sub-titles in MPEG 4 format or its advanced form.
- iii). Un-mix master of the documentary in HD format (.MOV file).
- iv) . 5 DVD copies of the documentary.
- v). Inlay card for the DVD (in .psd format).
- vi). Copy of the final script in print form in Hindi and a print copy of English sub-titles.
- vii). Synopsis of the documentary (Word doc or rtf format as well as hard copy).
- viii). Compressed file (means, low-quality, small sized files) of the documentary to suit for web site / mobile phone/social media upload.

#### **5. Eligibility Norms.**

The applicant/bidder may be a registered company, partnership, proprietorship etc. or an individual documentary maker, hereinafter or elsewhere referred to as Agency, should meet the eligibility criteria as under.

- a). The agency must have at least 10 years overall experience in the field of making documentaries/short films/advertisement films etc. including the experience of research based work in the field of audio-visual documentation of historic personalities, buildings and monuments.
- b). The agency must have experience of working with Govt. Departments, Autonomous Bodies, PSUs etc.

c). The agency must be on the panel of some Govt. department, Autonomous Body or PSUs.

d). The agency must have well experienced/trained production team.

e). The Agency should have good turnover and/or readiness to offer performance guarantee from a bank for an amount that ICHR may decide.

## **6. Bidding process**

The process will be to at first submit two bids viz. Technical Bid and Financial Bid in separate sealed covers super scribed as Technical Bid for documentary on Rana Kumbha of Mewar/ Financial Bid for documentary on Rana Kumbha of Mewar, as the case be. The Technical Bids will be opened first and bidders found eligible will be required to make presentation on approach, process, script outline and treatment for the proposed documentary. The Financial Bids Annexure-II of those found eligible as per rating of the Technical bids and presentation will be opened and job entrusted based on comparative ratings.

## **7. How to Apply**

i) The bid should be submitted in the prescribed format at Annexure-I. Bids not submitted in the format will be rejected with any notice.

ii) The technical bid must be accompanied with supporting documents for experience, company registration, partnership deed, turnover, PAN number, GST Registration etc. etc. and a copy of the Background and Terms & Conditions duly signed towards acceptance thereof.

iii) Technical Bid should be accompanied by a EMD of Rs. 10,000/- (Ten thousand Rupees) in the form of a DD drawn in favor of "ICHR, New Delhi" payable at New Delhi. The DD of successful bidder will be refunded on completion of work/adjusted against performance guarantee. In remaining cases the amount will be returned within 15 days of the finalization of the selection and award of the work without any interest.

## **8. Evaluation Process**

8.1 A Committee duly constituted by ICHR will carry out a preliminary screening of all the received Technical Bids and will shortlist the bidders fulfilling the prescribed requirements. The short listed bidders will be required to make presentation before the selection committee in ICHR. Technical Evaluation will be based generally on profile & track record, manpower, sample work, presentation on approach/process/treatment etc. and the background of Director/Key Creative Person of the agency.

8.2 The marking would be done on Technical Evaluation and the presentations. The vendors who secure minimum 70% marks (56 out of 80 marks) in technical evaluation will be declared technically qualified and only their financial bids shall then be opened in the presence of qualified bidders who wish to attend. Financial bid will carry a maximum of 20 marks. The calculation of marking will have the following method:

i. L1 = 20 marks

ii.  $L2 = 20X$  (the cost quoted by L1)/L2 (the cost quoted by L2) and similarly L3, L4 etc. (depending on no. of parties)

iii. After the Financial Bids are rated the Technical and Financial Bids' marks will be added up and the bidder scoring highest aggregate marks will stand selected.

iv. Selection Committee reserves the right to accept or reject any or all the bids at any time prior to award of contract/order, without assigning any reasons and without incurrance of any liability on ICHR. ICHR also reserves the right to negotiate the prices with the selected bidder to bring down the price.

8.3 The Technical Bids would be evaluated in two stages. In the first stage the written Technical Bids would be evaluated and scores would be assigned. The second score would into presentation on approach, process etc. The final scoring criteria to be used for evaluation will be as follows.

**TABLE**

S.	Parameters	Total Marks	Technical Evaluation Criteria	Marks
No.				
1	Agency's Experience in making documentaries/ short films/ advertisement films etc.	10	10 years	
	Experience of research based work in the field of audio-visual documentation of historic personalities, buildings and monuments.	10	Upto 5 marks for one film Upto 10 for 2 or more films	

2	Sample Work submitted (in the form of DVD/pen-drive etc. )	30	Upto 15 marks each for i. technical quality and
3	Presentation on approach, process, script outline, treatment proposed for documentary.	30	ii. Overall Impact Approach, process, script outline, treatment proposed.
	<b>Total Marks</b>	<b>80</b>	

Technical Evaluation Total Marks 80

8.4 No TA/DA will be admissible to the bidders. Bidders or their authorized representatives will attend the presentation at their own cost.

### 9. Copyright

ICHR shall hold proprietary rights on the use, marketing of contents, and intellectual property etc. of the final edited documentary and all shooting material.

#### 10. Payment

ICHR may release payments as under;

- a. 40 % of amount agreed on award of job.
- b. 20 % On submission of first version of documentary.
- c. 30 % plus EMD performance guarantee on completion of job and submission of final versions.
- d. 10 % to be retained for three months for any refinements in final versions.

Note: In case of delay in submission of final versions in terms of para 11 (Timelines) of this documents there may be a penalty of up to 10,000 for each week of delay (maximum penalty Rs. 20,000).

The above payment norms can be suitably revised in view of any genuine grounds.

### 11. Arbitration

If any dispute, difference, question or dis-agreement shall at any time, hereafter arise, between the parties hereto or the respective representatives in connection with or arising out of the contract or duties of the said parties hereunder or any matter whatsoever incidental to his

contract or duties of the said parties hereunder or any matter whatsoever incidental to his contract or otherwise concerning the works of execution or failure to execute the same whether during the progress of work or stipulated/extended periods or before or after the compilation or abandonment thereof, it shall be referred to the sole arbitrator appointed by the Member Secretary, ICHR.

### 12. Timelines

S No	Activity	Deadlines
1	Collection of bid documents (Background and Terms & Conditions, Formats for Technical and Financial Bids) from ICHR and submission thereof.	By 03.00 PM on 30 May 2019
2	Opening of Technical Bids	At 04.00 PM on 31 May 2019
3	Opening of Financial Bids of qualifying agencies	At 03.00 PM on 05 June 2019
4	Presentation by shortlisted agencies	At 03.00 PM on 04 June 2019
5	Award of job to selected agency and other formalities.	07 June 2019
6	Completion of field work/shooting/interviews etc.	20 June 2019
7	Editing, voiceover, background music, dubbing etc. and submission of first version	25 June 2019
8	Feedback by ICHR and submission of final deliverables	28 June & 04 July 2019 respectively

### 13. Other terms and conditions

- i. The agency found most suitable/competitive may be offered the work. If the first selected agency declines due to any reason, the next best Agency may be offered the work, and so on.
- ii. Appropriate use of modern editing techniques/software etc. should be made to make the documentary visually very rich.
- iii. ICHR reserves the right to accept or reject any or all the Technical and Financial Bids without assigning any reason thereof.

(Signature of ICHR Official)

Name:



Designation:  
 Dr. ओम जी उपध्याय / Dr. Om Jee Upadhyay  
 सदस्य सचिव (कार्यवाहक) / Member Secretary (Officiating)  
 भारतीय इतिहास अनुसन्धान परिषद्  
 Indian Council of Historical Research  
 35, फिरोजशाह रोड, नई दिल्ली-110001  
 35, Ferozeshah Road, New Delhi-110001



**Format for submitting the Technical Bid to ICHR for making a documentary on the historic personality of Rana Kumbha of Mewar**

**PART 'A'**

**General Information**

<b>S No</b>	<b>Particulars</b>	<b>Details</b>
1	Name of the applicant	
2.	Nature of organization (Company/Partnership/Proprietorship etc. or Individual Documentary Maker) herein after called as agency	
3	Basic description of business of the agency	
4	Address for communication (Registered or Head Office)	
5	Email	
6	Phone(s) Mobile Numbers Fax	
7	Chief Functionary/Key Person's Name: Designation: Phone No: Mobile No: Email	
8	Bank branch(es) where the agency has account(s)	
9	GST Registration :	
10	PAN Number	
11	Particulars of EMD draft attached	<u>Bank draft No. &amp; date:</u>  <u>Issuing bank/branch:</u>  <u>Amount: Rs.10,000</u>  <u>Payable at:</u>
12	Any other relevant information	

**PART 'B'**

Describe the field of expertise, trainings, length/highlights of experience of the key/main creative person of the agency in the field of short film, documentary and ad film making.

(Also attach his/her detailed CV.)

**PART 'C'**

**A. Furnish information on short films/ad films/documentaries made by the agency in the last 10 years.**

S NO	YEAR	Title of the short film/Ad Film/documentary etc.	Duration	Brief description	Organization for which produced

**B. Furnish information on documentaries made by the agency on historic personalities, buildings and monuments in the last 10 years.**

S NO	YEAR	Title of the short film/Ad Film/documentary etc.	Duration	Brief description	Organization for which produced

Note: In respect of A and B above, attach copies of work order or proof of work done in DVD/pen-drive.



**PART 'D'**

Furnish the particulars of key personnel to be involved in the process of making of the documentary applied for

S No	Name and address	Field of Expertise (e.g. Writer, Director, Editor etc.)	Phone/ Mobile numbers	Total experience (in years)

Note: Attach CVs of all the professional persons described above.

**PART 'E'**

**A. Business turnover for last two years**

S No	YEAR	Turnover (lakhs)

**B. Performance guarantee**

Please confirm whether the agency will be in a position to furnish Performance Guarantee from a bank for an amount that the ICHR may decide.

YES/NO (tick either YES or NO)

**PART 'F'**

Describe here (or attach) in not more than three pages the approach, process, script outline, treatment proposed for the documentary proposed.

**PART 'G'**

**Sample work to be attached.**

<b>YEAR OF MAKING</b>	<b>TITLE</b>	<b>BRIEF INTRODUCTION</b>	<b>CLIENT</b>	<b>BUDGET</b>

**Note: Please attach herewith a sample of your above work in DVD/pen-drive.**

**PART 'H'**

**Please mention here the names, addresses, phone numbers of the Govt. departments, Autonomous Bodies and PSUs that have empanelled your firm/company on their panel for similar work.**

<b>S No</b>	<b>Name and address of the Department/PSU/autonomous body</b>	<b>Contact phone number</b>
<b>1</b>		
<b>2</b>		

**Undertaking/declaration**

We hereby undertake to abide by all the terms and conditions prescribed by ICHR or the additional terms and conditions, if any, stipulated by ICHR in future in respect to the project of making documentary on Rana Kumbha of Mewar. All the documents indicated in the list given below have been attached herewith.

(Signature and seal of Authorized Signatory)

Name:

Designation:

Place:

Date:

**List of documents attached.**

- 1.**
- 2.**
- 3.**
- 4.**
- 5.**



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(Ministry of HRD, Govt. of India)

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Website: [www.ichr.ac.in](http://www.ichr.ac.in)

F.No.1-8/2018/ICHR (Rana Kumbha Seminar)

21 May, 2019

### **Invitation for Technical Bids and Financial Bids for making a documentary on the historic personality of Rana Kumbha of Mewar**

Indian Council of Historical Research (ICHR) invites Technical Bids and Financial Bids from reputed documentary makers for making a documentary on the historic personality of Rana Kumbha of Mewar. Terms and Conditions, formats for Technical and Financial Bids may be obtained from the website of ICHR for submission, in separate sealed covers, personally or through post/courier/speed-post so as to reach the office of Member Secretary, ICHR latest by 3.00 PM on 30 May 2019. The Bids received thereafter will not be entertained.

The bids have to be submitted with EMD of Rs. 10,000 and a copy of the Terms and Conditions duly signed towards acceptance thereof, besides the other supporting documents.

Any further updates/information will be uploaded on the website of ICHR.

Name:

Designation:

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सदस्य सचिव (कार्यवाहक) / Member Secretary (Officiating)  
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