



**SURAT MUNICIPAL CORPORATION
ENVIRONMENT CELL (DRAINAGE DEPARTMENT)**

Tender Notice No: EE/Drainage/07/2020-21 – Work No. 1

**Request for Quotation to
Prepare Informative Videos for IEC Activity
related to projects under National Clean Air
Program of Surat Municipal Corporation**

Date of Downloading of online tender document from SMC Website:	From 23/10/2020 to 04/11/2020 Up to 18.00 Hour
Date of Submission of Tender Fees, EMD and Signed RFQ documents along with Quotation in hard copy.	04/11/2020 to 13/11/2020 Up to 17.00 Hour
Tender Document Fees (Non-Refundable)	: Rs. 1008.00 (Including GST)
Earnest Money Deposit	: Rs. 10,000.00

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**SURAT MUNICIPAL CORPORATION
DRAINAGE DEPARTMENT**

**Request for Quotation to
Prepare Informative Videos for IEC Activity related to projects under
National Clean Air Program of Surat Municipal Corporation**

Tender Notice No: EE/Drainage/ /2020-21- Work No.1

Under National Clean Air action program, the goal of the government is to meet the prescribed annual average ambient air quality standards at all locations in the country in a stipulated timeframe. Awareness and education initiatives towards prevention, control, and mitigation of air pollution combined with specific information sharing on health advisories and dealing with air pollution exigency is an essential component, which provides communities with the knowledge and tools to take action and help improve their local air quality. Problem areas can easily be identified and monitored using citizen science methods, empowering communities, and reducing the risks of exposure to air pollution. The public can become more involved in reducing local air pollution impacts in their communities. Extensive awareness and outreach program for various stakeholder groups need to be taken up prioritizing the non-attainment cities. Building public awareness will be vital in supporting implementation of the NCAP. This will be achieved through national portals, media engagement, civil society involvement, curricula reform and recognition/ awards.

Request for proposal is sought from reputed firms, who are interested in Prepare Informative Videos for IEC Activity related to projects under National Clean Air Program of Surat Municipal Corporation, which will be selected by SMC through tendering process. Interested parties while submitting the documents in line with the requirements laid down in the document

The date and address for submitting the RFQ in sealed cover with clearly indicating name of work on cover by RPAD/SPEED POST are as below:

Last Date: 13th November 2020

Chief Accountant

Surat Municipal Corporation, Muglisara,

Muglisara Main road, Surat-395003, Gujarat, India

Note: RFQ without D.D of EMD of Rs. 10,000 and D.D. of Tender Fee of Rs. 1008/- in favor of The Commissioner, Surat Municipal Corporation, Muglisara, SURAT will not be considered for evaluation. Both shall be given in separate Demand Draft

For further clarification; please contact: Executive Engineer (Drainage Department) till 29th October

Email: exen.drainage@suratmunicipal.org

**Executive Engineer
Drainage Department
Surat Municipal Corporation**

1. INSTRUCTION TO BIDDER.

1. Bidder must procure all the digital cameras including HD equipment's, Drone cameras etc. during the shooting of videos as per the requirement.
2. Bidder must shoot for the project as per the instructions provided by the concern department of SMC and must incorporate all the relevant details of the project in the video as per the requirement of SMC.
3. All the relevant details pertaining to project will be provided by the concern department of SMC.
4. If work order is given to any bidder for preparing informative video pertaining to any project than for such projects necessary script editing, Voice over changes, video editing, background music editing must be done by the bidder as per the requirement of concern department of SMC during 6 month timeline without any extra payment
5. The rates quoted by the bidder must be inclusive of all charges including GST or any other taxes.
6. No Tax declaration form or Tax Exemption form will be provided by SMC.
7. The final decision regarding the selection of Video/Film/Teaser submitted by the bidder will be of SMC.
8. Payment related to Video/Film/Teaser will be made only after the issuance of final selection letter given to bidder by the in charge of concern department.
9. All the raw data's and final soft copy of Video/Film/Teaser will be property of SMC and should be provided by the Bidder in the DVD or CD. Also, bidder should not use the same for their personal purpose.
10. The Rates quoted under this RFQ will be valid up to 24 months from the date of submission of quotation.
11. The Rates approved by the competent authority of SMC, will be considered as Unit rate and work can be allotted to any bidder who has participated in the said if he gives consent to work at the rates so approved.
12. The consent will be sought by the SMC from all bidder before awarding the work, and work will be awarded to bidder who has given the consent, in case of more than one bidder giving the consent, the decision to award the work will be taken by the competent authority of SMC.
13. In case of requirement to shoot from the private property, then permission must be taken from SMC regarding the same.
14. SMC reserves the rights to amend above points as per the requirement of the work and the same will be informed to the bidder in the consent request letter.
15. SMC will not provide any kind of advance payment in any circumstances.
16. In case of disputes decision of Municipal Commissioner Shri will be final and binding to all bidders
17. Subject to Surat Jurisdiction.

**Executive Engineer
Drainage Department
Surat Municipal Corporation**

**Authorized Signatory
Name & Seal of Firm**

2. Documents to be submitted by the bidder:

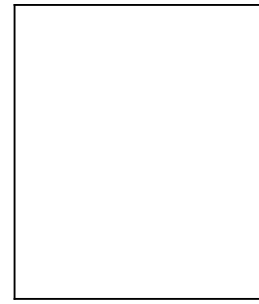
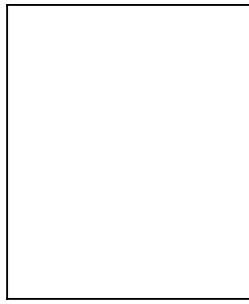
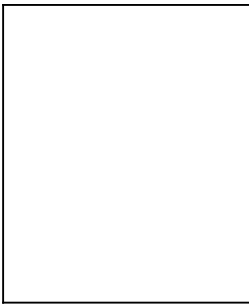
1. Original Demand Draft of EMD and Tender Fees
2. Original undertaking to be given on non-judicial stamp paper of Rs.300/- duly signed by authorized notary
3. Signed RFQ Documents.
4. Company/Firm registration details along with attested copy of ID proof of authorized signatory
5. Attested copy of Pan Card and GST Registration (if applicable)

3. Format for Undertaking:

(* To be given on non-judicial stamp paper of Rs.300/- duly signed by authorized notary)

UNDERTAKING

Photographs of the Tenderer / Partners / Managing Director of the firm



Name: -

Signature: -

Name: -

Signature: -

Name: -

Signature: -

1. I / We agree, hereby, that the decision of the Surat Municipal Corporation in qualifying & / or selection of the applicant/s / contractor for empanelment for the work of Preparing Informative Videos for IEC Activity related to projects under National Clean Air Program of Surat Municipal Corporation, shall be final and binding to me/ us.
2. All the information and data, furnished herewith, are correct to my/our best of knowledge.
3. I/We agree that I / we have no objection, if inquiries are made about my / our works.
4. I / We, hereby, certify that I / we are / are not partner(s) in any firm(s) or am / are not connected with any firm (s), which has / have been blacklisted in any State, C.P.W.D., M.E.S., or Railways or any Corporation.
5. I/We, the owner / proprietor/ partners of this firm, give an undertaking, hereby, that we are jointly and severally responsible to meet all the liabilities over and above the business of this firm and make good the above financial loss sustained by the Surat Municipal Corporation ,if any as a result of our abandoning the Work entrusted to us, i.e. this firm.
6. I/We, hereby, that I/We have read the entire RFQ documents and we are ready to execute the work as per RFQ specifications and conditions. Moreover, on the issue of LOI/Work order, we shall submit the security deposit and enter into an agreement with SMC as per prevailing rules of SMC.

**Authorized Signatory
Name & Seal of Firm**



PRICE BID

Name of Work	Request for Quotation to Prepare Informative Videos for IEC Activity related to projects under National Clean Air Program of Surat Municipal Corporation		
Tender Notice No.	Tender Notice No: EE/Drainage/07/2020-21- Work No.1		
Maximum Price quoted for below mentioned works (Inclusive of all taxes and liabilities)			
Sr. No.	Details	Time	Cost in Rupees
1	Script Making, Script editing, Voice over, Voice over editing, HD video shooting, drone shooting, HD video background music, video editing in any one language (Gujarati / Hindi/English).	01 min	
		03 min	
		05 min	
		Extra rate of 30 seconds.	30 sec.
	Teaser (including background music)	30 sec.	
2	Conversion of Video/ film/Teasers finalized in one language to another language (including voice over, voice over editing, editing with background music)	01 min	
		03 min	
		05 min	

Note: The above prizes are valid up to 24 months from the date of submission of quotation.

1. Name of Bidder: _____
2. Name of Firm: _____
3. Address of Firm: _____

**Authorized Signatory
Name & Seal of Firm**

**Executive Engineer
Drainage Department
Surat Municipal Corporation**