



Kerala State AIDS Control Society

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SACS-10/2418/10

10.03.2010

To

Sir,

Sub: Invitation of Bid for the Documentation of Ushus Centre Thrissur – Reg

Bid

Sealed competitive quotations are invited from the IT & Creative agencies by the undersigned for the Photo and Video Documentation of Ushus Centre Thrissur. The specifications details are detailed below in Annexure I & II.

Annexure I – Specification for Photo Documentation

Job 1	Assigning photographers for the documentation of the Ushus centre, Medical College, Mulamkunnathukavu, Thrissur
Schedule	2 days
Cameraman	1
Photos	50
Format	Digital/ JPEG in high resolution
Deliverables	In CD

Annexure II - Specification for Video Documentation

Technical Specifications	
No of video programmes	2 (One in English and Malayalam)
Duration of each Video Programme	22 min
Format (shooting)	DV Cam (not mini DV)
Topics	Ushus Centre Thrissur
Deliverables:	
a) Master format	Betacam
b) Copy cassettes	Betacam
c) DVD and VCD	Two DVDs each
No of days of shoot	3Days
Location for shoot	Ushus centre, Medical College, Mulamkunnathukavu, Thrissur
Rushes	Half an hour rushes to be handed over to KSACS in DV Cam
Treatment and Script	Concept note will be provided by KSACS. Script to be submitted for approval of KSACS
Date of completion of the work	Within 30 days after the completion
Language of the Programme	One in English One in Malayalam

1. Quoted Price

- a. The bidder shall quote for both the items shown above. Bidding for combinations is not allowed, and such quotations will be rejected.
- b. All duties, taxes, other levies and expenses payable by the bidder shall be included in the rate.
- c. The rate quoted for each item will be fixed for the duration of the contract and shall not be subject to adjustments.
- d. Rates for production of partial number of programmes is not acceptable;
- e. Corrections, if any, shall be made by crossing out, initialing, dating and rewriting.
- f. Telex and Facsimile or email quotations are not acceptable.
- g. KSACS holds the right to divide the work to various bidders, taking into account the volume of work, rates quoted, and capacity of the agencies to deliver the products as per the deadlines specified

2. Each bidder must submit only one quotation

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 or otherwise decided by the Project Director, Kerala State AIDS Control Society, Thiruvananthapuram – 35

4. Place and time of delivery

The products are to be delivered to The Project Director, Kerala State AIDS Control Society, Thiruvananthapuram – 35 within one month of the completion of the campaign.

5. Special conditions

0.5% of the total amount quoted for each item will be deducted for each weeks delay, for the corresponding item, after the specified date

6. Evaluation of quotations

The Producer will evaluate and compare the quotations determined to be substantially responsive ie: which

- a. are properly signed and
- b. conform to the terms and conditions and specifications
- c. the quotation would be evaluated separately for each item.
- d. The bidder who has quoted for the partial quantity of any one or more item(s) would be treated as non-responsive.

7. Procedure of Procurement

- a. All Agencies shall submit the bids, before the deadline fixed for submitting the same
- b. The financial bid shall be put in a cover, sealed and superscripted with **“Documentation of Ushus Centre Thrissur”**
- c. After the opening of the financial bid, KSACS will identify the agency quoted the least amount
- d. Based on the above process a work order shall be given to the Agency/Agencies.

8. Award of contract

- a. The Producer will award the contract to the bidder(s) whose bid has been determined to be substantially responsive and who has been selected after the process mentioned above in para 6.
- b. The Producer reserves the right at the time of contract award to increase or decrease the quantities, or award the work partly or jointly.
- c. The Producer prior to the expiration of the quotation validity period will notify the bidder whose quotation is accepted of the award of contract. **The terms of the accepted offer shall be incorporated in the Work order.**
- d. Notwithstanding the above, the Producer reserves the right to accept or reject and to cancel the bidding process and reject all quotations at any time prior to the award of the contract, without detailing any specified reasons whatsoever.

9. Last date and time of receipt of quotations

The last date and time of receipt of bids are on 16.03.2010 before 02 pm.

10. All decisions of the Project Director will be final and binding to all in every respect.

The bids will be opened at 02.30 pm on 16.03.2010 in the presence of the Bidders or their representatives who choose to attend at the time and date mentioned.

We look forward to receiving your bids and thank you for interest in the Project.

Yours faithfully,

Thiruvananthapuram
10.03.2010

Project Director