

**SUBJECT :- BID NOTICE FOR APPOINTMENT OF CONSULTANT/CONSULTING AGENCY FOR UP-GRADATION OF INFRASTRUCTURE OF FILMS DIVISION /SETTING UP OF STUDIO.**

---

The Director General, Films Division, Ministry of Information and Broadcasting, Government of India, 24-Dr. Gopalrao Deshmukh Marg, Mumbai – 400 026 invites sealed bids from reputed Consultants/Consulting Agencies dealing in the field of setting up of Cinema Theatre & Studios in two bids( separate bids for each Project as indicated below) i.e. Technical Bid containing Consultant/Agency's qualifications and experience etc and Financial Bid(Consultancy Fee etc.) The Consultant/Consulting Agency will advise Films Division for the following three projects:

**Project I :** Up-gradation of Films Division Auditorium at Mahadev Road , Delhi.  
(Details of work at Annexure-I)

**Project-II :** Up-gradation of Preview Theatre in RR III(Phase-I).  
(Details of work at Annexure-II)

**Project-III:** Setting up of Sound Design Studio in Re-recording Studio-I(Phase-II building).  
(Details of work at Annexure-III)

## **1. Scope of work for Consultant**

- (i) Preparation of Detailed Project Report for the above Projects,
- (ii) Help Films Division to finalize Technical Requirements and preparation of Request for proposal for each project,
- (iii) Helping Films Division in selecting implementing agency,

: 2 :

- (iv) Preparation of executable engineering drawings of acoustic treatment and related civil / electrical works, if needed.
- (v) Supervise the actual operation of the projects for six months after commissioning or till it stabilizes, whichever is latter.

## 2. Eligibility

### (i) Academic qualification

- B.E.(Electronics and Computer Science, Electrical and Mechanical) and above or
- Sound engineering from FTII Pune, FTII Tamilnadu, Satyajitray Film and Television Institute of India-Kolkatta. or
- Equivalent degree or diploma of minimum 3 years from a recognized university

### (ii) Experience required

- 10 years of experience in pro audio Film equipment(both analogue & digital)
- 10 years Experience needed in Equipment installation and studio sound isolation and acoustic treatment .
- 5 years experience in setting up Digital Cinema Sound Postproduction & Projection System

## 3. Payment terms :-

- (i) 20% - Submission of Detailed Project Report(DPR)
- (ii) 30% - Selection of implementing agency
- (iii) 25% - 3 months after commissioning of the project
- (iv) 25% - 6 months after Commissioning of the project.

## 4. Tax Deduction at Source:

Income Tax or any other tax will be deducted, as per the prevailing rules at source before effecting the payment, for which the Department will issue TDS Certificate/s.

## 5. The bid should consist of the following documents:

- i) Profile of the individuals/company along with copies of PAN, TIN and VAT Certificates and authorization certificates of principals.
- ii) Earnest Money of Rs. 10,000 in the form of Demand Draft, in favour of Accounts Officer Film Division, Mumbai, payable at Mumbai.

- iii) A sealed cover superscribed "Technical Bids", containing information about the consultant in the prescribed format (Annexure-IV)
- iv) A sealed cover superscribed "Financial Bid" should contain the "Consultancy Fee" etc in the prescribed format (Annexure-V).
6. All the above documents should be self attested by an authorized signatory of the bidder and should be on the letter head of the bidder. All the above items should be placed in a cover superscribed "Bid for Consultant/Consulting Agency for up-gradation of Films Division". The outer cover should bear the bid number and date of closing/opening prominently underlined along with the address of this office but should not bear any information about the bidder or any identifiable mark on the outside.
7. The bid addressed to The Director General, Films Division, Mumbai should be dropped in drop box kept at entrance of (Opp. to Chowki) Films Division 1<sup>st</sup> Phase Building, 24-Dr.G. Deshmukh Marg, Mumbai-400 026 up to **1.00 p.m.** on **10.05.2013**. All outstations bids, if sent by post, should be sent under registered cover. This Organization will not be responsible for the loss of bid or for delay in postal transit. Bidders are advised in their own interest to ensure that their offer reaches this office well before the closing date and time of the bid as the offers received after the closing date and time of the bid will not be considered. The bids (Consultant/Agency's Profile) will be opened at **3.00 pm** on the closing date in the presence of the bidders or their representatives who may be present.
8. The Earnest Money(Bid Security) may be forfeited by Films Division in the following events :-  
i) If bid is withdrawn during validity period or any extension thereon.  
ii) If bid is varied or modified in a manner not acceptable to this organization during the validity period or any extension thereof.
9. The Earnest Money (Bid Security) of unsuccessful bidders will be returned on finalisation of bid.
10. All leviable taxes/duties, Service Tax etc., if any may be mentioned separately.
11. At the first instance the bid "Technical Bids" will be opened by the Department and the same will be evaluated by the Competent Committee or Authority. At the second stage, Financial bids of bidders recommended by the evaluation committee will be opened for evaluation and ranking before awarding the contract.

12. There shall be no negotiations in general. Even in exceptional circumstances, negotiations will be carried out only with the lowest evaluated responsive bidder.
13. The payments will be made/released only in accordance with Para 3 above after successful completion of each stage of the Contract. No advance payment will be made under any circumstances.
14. Right to accept, reject, split the entire Bid or any part thereof without assigning any reason rests with the Director General, Films Division, Mumbai and his decision in this regard is final and binding.
15. Income Tax or any other taxes will be deducted from the bill at source as per Government orders.
16. Any disputes arising out of the bid notice, process and finalization of this bid shall be subject to jurisdiction of the High Court of Mumbai.
17. The Consultants / Consulting Agencies can visit Films Division for clarification/specification, on any working days viz. Monday to Friday from 11.00 am to 5.00 pm (except holidays) in the office of Films Division, Ministry of Information and Broadcasting, Government of India, 24-Dr. Gopalrao Deshmukh Marg, Mumbai – 400 026. The details of this bid notice including specifications of the equipment etc. are available on the official website of Films Division i.e. [www.filmsdivision.org](http://www.filmsdivision.org).

Yours faithfully,

( **A. Subramanian** )  
Asstt. Administrative Officer  
for Director General

Encls.: As above.

## ANNEXURE-I

**Films Division Auditorium, Govt. of India, Ministry of Information and Broadcasting,  
CPWD Assembly Hall ,Mahadev Road,  
New Delhi-11000 1**

### **PROJECT- I: Films Division Auditorium at Mahadev Road , Delhi**

- 1) Existing Films Division Auditorium is to be renovated with proper seating arrangements, acoustical changes etc.
- 2) Existing 5.1 Dolby projection with super Simplex Projectors, is to be up-graded with state of art film and digital projection system(Digital cinema) with 7.1 Dolby Surround Sound/Dolby Atmos System.
- 3) All seats are to be replaced with proper slope.
- 4) Replacement of screen with proper framing.
- 5) Interior of auditorium to be renovated.
- 6) Construction of a digital preview theatre within the complex.
- 7) Provision of Digital cinema projection 2K/4K and replacement of existing 35mm projector.

For site visit and inquiries Contact :

(1)Shri A.K.Hiteshi

Cameraman,

Films Division Auditorium, Govt. of India, Ministry of Information and Broadcasting,  
CPWD Assembly Hall ,Mahadev Road,

New Delhi-11000 1

Phone: 011 23716213

(2)Shri Amrit Pal Singh,

Dy. Director General(I/c),

Films Division, Govt. of India, Ministry of Information & Broadcasting,  
Suchana Bhawan, CGO Complex, Lodhi Road,

New Delhi-1000 3

Phone :011 24363763

## ANNEXURE- II

**Films Division,**  
**Government of India, Ministry of Information and Broadcasting**  
**24-Dr.G.Deshmukh Marg, Mumbai-400 026;**  
**Tel: 022 23533814**

### **PROJECT-II - Up-gradation of Preview Theatre in RR-III**

- (i) Re-construction of the Acoustics/soundproofing to suit proposed 7.1 preview.
- (ii) Creation of stadium seating and replacement of screen (High grain)
- (iii) Existing 35mm Cinema Projectors with Optical Sound Track has to be augmented with digital cinema playback system , supporting both national and international digital formats preferably new 35MM Projector and 2K or 4K digital cinema projector . For Surround sound facility Dolby/DTS Encoder with Audio Monitors & required Amplifiers from reputed brands.
- (iv) Other infrastructural up-gradation such as acoustics, lighting etc.

For site visit and inquiries Contact :  
Chief Recordist  
Films Division,  
24-Dr.G.Deshmukh Marg, Mumbai-400 026;  
Tel: 022 23533814

**Films Division,  
Government of India, Ministry of Information and Broadcasting  
24-Dr.G.Deshmukh Marg, Mumbai-400 026;**

**PROJECT-III**

**Setting up of Sound Design and Mixing Studio in Re-recording Studio-I, at  
Phase-I I Bldg.**

The scope of work will include :-

- (i) Up-gradation of existing protocols stereo mixing facility to 7.1 Surround sound design /Recording/preview/mixing jobs.
- (ii) Basic 2K digital projection system. For Surround sound facility Dolby/DTS Encoder with Audio Monitors & required Amplifiers of current industry standard.
- (iii) Professional Re-recording/Preview Mixing console with hardware and software.
- (iv) Power & A/C requirements.
- (v) Acoustics and other infrastructural services

For site visit and inquiries Contact :  
Chief Recordist  
Films Division,  
24-Dr.G.Deshmukh Marg, Mumbai-400 026;  
Tel: 022 23533814

**Technical Bid**

**Name of the Consultant** : .....

Educational Qualifications	
Experience in setting up or renovation of Cinema Theatres	
Details of projects completed in last 5 years	
Please describe the process, including details of studies and tools to be used in completing each stage of consultancy mentioned in para 1 of the bid	

Signature of Authorized signatory for

Designation

Stamp



:

ANNEXURE-V

FINANCIAL BID

Name of the Bidder : .....

<b>Project</b>	<b>Fee demanded (In Rupees)</b>
Project-I : Films Division Auditorium at Mahadev Road , Delhi	
Project-II : Up-gradation of Preview Theatre in RR-III at Phase-I building, Films Division, Mumbai	
Project-III : Setting up of Sound Design and mixing Studio in Re-recording Studio-I, at Phase-II Building, Films Division, Mumbai	

Signature of Authorized Signatory

Stamp

