

SUBJECT:- E-BID NOTICE FOR PROCUREMENT OF ANIMATION SOFTWARE FOR CFU SECTION, FILMS DIVISION, MUMBAI.

The Director General, Films Division, Ministry of Information and Broadcasting, Government of India, 24-Dr. Gopalrao Deshmukh Marg, Mumbai – 400 026 invites E-Bids from reputed firms/suppliers in two bid system i.e. Technical and Financial Bid for **PROCUREMENT OF ANIMATION SOFTWARE FOR CFU SECTION, FILMS DIVISION, MUMBAI**. The bids are to be uploaded on-line at NIC portal.

Chapter-I – Instructions to bidder :

1. The firms/suppliers interested to supply the requisite software as mentioned in **Annexure-I** can consult Shri Ashish Kumar Das, Officer-in-Charge (CFU) (23525236) 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. G. Deshmukh Marg, Mumbai – 400026. The details of this bid notice including specifications of the software etc. are available on the official website of Films Division i.e. www.filmsdivision.org
2. Possession of valid Digital Signature Certificate (DSC) of the bidders is prerequisite for e-tendering. DSC (APPLICABLE TO Class-II/Class-III with signing key usage) issued by sify/TCS/nCode/eMudra or any other certifying authority recognised by the controller of certifying authority (CCA) India on e-Token/Smartcart are valid for e-Tendering.
3. The bidder has to upload the following documents in PDF format
 - i) Scanned copy of DD/Bank Guarantee/FDR for EMD
 - ii) Scanned copy of Company Profile
 - iii) Scanned copy of VAT registration Certificate
 - iv) Scanned copy of TIN/TAN Registration
 - v) Scanned copy of Certificate of Authorisation issued by the manufacturer
 - vi) Scanned copy of Pamphlets/Brochure/credentials.

All the above documents should be self attested by an authorised signatory of the bidder and should be on the letter head of the bidder. All the above items should be placed in the cover superscribed “**PROCUREMENT OF ANIMATION SOFTWARE FOR CFU SECTION, FILMS DIVISION, MUMBAI**“.

4. The bidder except those who are registered with the Central Purchasing Organisation, National Small Industries Corporation (NSIC) must enclose with their Technical Bid (Hardcopy) an Earnest Money (Bid Security) for Rs.16000/- in the form of either cross Demand Draft, Fixed Deposit Receipt, Banker's Cheque (Pay Order) or Bank Guarantee from any of the Commercial Bank drawn in favour of "**Accounts Officer, Films Division, Mumbai**" valid for a period of 45 days beyond the final bid validity period. The original DD of the EMD should be reach the Director General, Films Division, Mumbai before bid opening date otherwise the bid will be rejected. The final bid validity period should be 90 days from the date of opening of the bid.
5. The companies/firms manufacturing on dealing in the said software of reputed/specified brands may only apply and each specification of such software should atleast match to the minimum acceptable specifications mentioned in the **Annexure-I** of the tender document. The last date for uploading the tender in the NIC portal is **11.05.2016 upto 13.00 Hrs.** Interested bidders who need clarifications/other details about the Animation Software, a pre bid meeting is scheduled on **28.04.2015 at 11.00am.**
6. The bidder who are authorised to represent the original manufacturer of software should produce a authorisation certificate for distribution in India issued by such original manufacturers.
7. The Bid which is not accompanied by Earnest Money will not be considered. The bidders who are exempted from submission of bid security must produce the Exemption Certificate issued by the concerned authority like NSIC.
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.
 - iii. If a bidder whose bid has been accepted but fails to furnish the performance security deposit, performance bank guarantee within 30 days of acceptance of bid.
9. The Earnest Money (Bid Security) of unsuccessful bidders will be returned on finalization of bid. The Earnest Money of successful bidder will be returned on receipt of performance security deposit/bank guarantee.
10. All leviabale taxes/duties, including Sales Tax, Value Added Tax and Service Tax etc., if any may be mentioned separately. If these details are not indicated, it will be assumed that the rate is inclusive of all the taxes excluding Octroi.
11. At the first instance the Technical bids will be opened by the Department and the same will be evaluated by the Competent Committee or Authority. The bidder may be required to arrange a demonstration/presentation of the products offered. At the second stage, Financial bids of only the technically acceptable offers will be opened for evaluation and ranking before awarding the contract.
12. The successful bidder will furnish a **Performance Security Deposit at the rate of 10% of the total value of software** in the form of Demand Draft/ Pay Order or Fixed Deposit Receipt or Bank guarantee from any commercial Bank drawn in favour of "**Accounts Officer, Films Division, Mumbai**" within 30 days of the receipt of supply order. The Performance Security Deposit will remain with the Films Division, till the warranty period of the softwares/materials is covered.

Chapter-II – Terms and Conditions:

1. The successful bidder will be required to supply and install the software within one month of the placement of work order. Failure to deliver in given timelines may attract a penalty of 2% per week of the order value.
2. There shall be no negotiations in general. Even in exceptional circumstances, negotiations will be carried out only with the lowest evaluated responsive bidder as suggested by the evaluation committee in their report.
3. The 50% payment will be made/released after the supply of the software and 25% payment on installation of the same in Workstation/Computer of CFU Section. Balance 25% payment will be made/released on commissioning and successful running of the software. No advance payment will be made under any circumstances. The software has to be delivered/installed/tested and commissioned at Films Division, Mumbai and prices should be inclusive of same.
4. The successful bidder has to impart the training for the Films Division's Cartoon Film Unit staff by a Technical Expert on a convenient date which will be intimated after delivery of Software.
5. 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.
6. Income Tax/Service Tax or any other taxes will be deducted from the bill at source as per Government orders.
7. 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.

Chapter-III – Schedules of requirement :

1. The software are to be delivered/installed at Films Division, 24-Dr. G. Deshmukh Marg, Mumbai-400026 and prices should be inclusive of all incidentals and transportations etc.
2. The successful bidder will be required to supply and install the software within one month of the placement of work order. The 50% payment will be made/released after the supply of the software and 25% payment on installation of the same in Workstation/Computer of CFU Section. Balance 25% payment will be made/released on commissioning and successful running of the software. No advance payment will be made under any circumstances.
3. The supplier should offer a minimum warranty period for 12 months or manufactures warranty whichever are more for the software from the date of its supply/installation, and free upgrades for all software solutions during the warranty period.
4. For making the payment, the successful bidder has to submit the tax invoice/bill in triplicate with Mandate form and the payment will be made through ECS.

Chapter-IV – Specificatoin and allied Technical Bid.

1. As in Annexure-I.

Chapter- V – Price Schedule.

1. As per BOQ

Yours faithfully,

(S.B.Wagh)
Assistant Administrative Officer
for Director General

Encls.: As above.

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Copy to Nodal Officer (IT) for information with request to upload the tender on Films Division's website.

(S.B.Wagh)
Assistant Administrative Officer
for Director General

Format for Technical Bid

**TECHNICAL REQUIREMENTS AND SPECIFICATIONS FOR PROCUREMENT
OF ANIMATION SOFTWARE FOR CFU SECTION, FILMS DIVISION, MUMBAI**

SR. NO.	ITEMS	Qty.	TECHNICAL SPECIFICATION OFFERED BY BIDDER
1	Adobe Creative Cloud for teams	2	
2	Toon Boom Harmony 12 Premium standalone per license	2	
3	3 years Maintenance for Toon Boom Harmony 12 Premium	2	
4	Storyboard Pro5 per license	1	
5	3 years Maintenance for Storyboard Pro per license	1	
6	CDGS X7 (Corel Draw) per license	1	
7	2 years Maintenance (Mandatory) for Corel Draw	1	

Signature of authorized signatory

**(Quantity of all the items specified in the bid is subject to change at the discretion of the
Director General, Films Division without any notice to the effect).**

E-PROCUREMENT TENDER NOTICE
DIRECTOR GENERAL, FILMS DIVISION
24 G. DESHMUKH MARG, MUMBAI- 400 026
TELE NO. 022- 23523454

File No. D-16015/3/2016-S

Dated the 22nd April, 2016

On behalf of the **DIRECTOR GENERAL, FILMS DIVISION** invites e-procurement tenders under Two Bids System i.e. Technical Bid & Financial Bid for :

“Procurement of Animation Software for CFU Section, Films Division, Mumbai.”

The details given in the schedule and appendices of this Tender Enquiry:-

Earnest Money : Rs.16,000/-

CRITICAL DATE SHEET:

Published Date	22.04.2016	18.00 hrs.
Bid Document download Start Date	22.04.2016	18.00 hrs.
Bid submission Start date	22.04.2016	18.00 hrs.
Pre-Bid Meeting	28.04.2016	11.00 hrs
Bid submission End date	11.05.2016	13.00 hrs.
Bid opening date	12.05.2016	15.00 hrs.

NOTE:-

1. The complete Tender Document can be downloaded from Films Division website www.filmsdivision.org and <http://eprocure.gov.in/eprocure/app>. Any Change/ modification in the tender enquiry will be intimated through above websites only.
2. Bidder are therefore, requested to visit our websites regularly to keep themselves updated.
3. Bidders must submit their bids online through <http://eprocure.gov.in> portal.
4. For submission of e-bids, bidders are required to get themselves registered with <http://eprocure.gov.in/eprocure/app> in website along with class II/class-III digital signature certificates issued by CCA under IT Act-2003.
5. All documents (except BOQ) submitted by the Tenderers should be legible and in PDF format. Otherwise, it is liable to be rejected.
6. The renderer should meet all the requirements as mentioned in the tender document floated in <http://eprocure.gov.in>