

Invitation of Expression of Interest for Production of three Documentary Films on Forests in India, Forestry Practices in India and Forest Research in India

The Indian Council of Forestry Research and Education, on behalf of Ministry of Environment Forests and Climate Change, Government of India invites bids from Films Production Agencies for (Proprietorship Firm/ Partnership Firm/ a Company incorporated under the Companies Act 1956/2013) production of 3 high quality documentary films of 30 to 45 minutes duration each in Hindi and English on a) Forests in India, b) Forestry Practices in India and c) Forest Research in India. Agencies having experience in production of films as described in RFP document only need to apply. The detailed RFP document is available on websites: www.envfor.nic.in & www.icfre.gov.in.

Agencies fulfilling the eligibility requirement may submit their bids to Director General, Indian Council of Forestry Research and Education, P.O. New Forest, Dehradun –248006 latest by 30 April 2018 by 4:00 pm as per the RFP document. The technical bids shall be opened on the same day at 5:00 pm.

Assistant Director General
(Media & Extension)
Room No. 39,
ICFRE Headquarter
P.O. New Forest
Dehradun – 248006
Ph: 0135 - 2224814

Request For Proposal

Selection of Service Agency for Preparation of Documentary Films on Forests in India, Forestry Practices in India and Forest Research in India

RFP NOTICE NO: 3-26/18-DDG(EXTN.)/ICFRE
DATED: 28/03/2018

Ministry of Environment, Forest and Climate Change
Government of India
Indira ParyavaranBhawan,
JorBagh Road
New Delhi-110003
India

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BID DATA SHEET

Sl.	Information	Details
1.	RFP No. and Publication Date	
2.	Cost of the RFP Document	Bank Draft for Rs.10,000/- (Rupees ten thousand only) drawn in favour of 'DG, ICFRE' Payable at New Delhi
3.	Earnest Money Deposit (EMD)	Bank Draft for Rs.5,00,000/- (Rupees five lakh only) drawn in favour of 'DG, ICFRE' Payable at New Delhi
4.	Last date & Time for submission of bids	30-April-2018 (4:00 PM)
5.	Date & Time for opening of Technical Bid	30-April-2018 (5:00 PM)
6.	Date & Time of opening of Financial Bid	To be intimated

1. Introduction

Systematic administration of Forestry in India dates back to 300 BC during the reign of Chandragupta Maurya. Scientific and organized management of the Forests in the country was started during the British Rule with appointment of Dr. Dietrich Brandis, as the first Inspector General of Forests in 1864. Forests were classified into Reserve and Protected forests and were primarily managed for commercial harvest of timber and other forest produce. During last quarter of 20th Century conservation became the major thrust area, in the 1980s attention was focused on Social Forestry and Joint Forest Management has become the mainstay of forest management since 1990s. After the turn of the Century forests have been recognized as the major carbon sink and the focus has shifted to landscape based conservation strategy for maximizing carbon sequestration.

Forests in the Country are quite diverse and are broadly classified in to 16 major Forest types; from Tropical wet evergreen forests to Himalayan dry temperate forests, from littoral and swamp forests to Tropical thorny forests. India has also been very successful in Wildlife conservation and has been recognized as a mega biodiversity country. Many of the wetlands of the country are inside Forests.

India is a front runner in the field of Forest Research and Education. The Forest Research Institute was established way back in 1906 and now extensive research in the forestry sector is being undertaken under the aegis of Indian Council of Forest Research and Education (ICFRE) through its 9 regional research institutes and 4 research centers.

It is proposed to prepare high-end quality documentary film on (a) Forests in India, (b) Forestry Practices in India and (c) Forest Research in India.

A high-end quality documentary film of 45 minutes on:

- (a) Forests in India: In this film of 45 minutes duration, each of the forest types i.e. 16 major forest types from Tropical wet evergreen forests to Himalayan dry temperate forests, from littoral and swamp forests to Tropical thorny forests will be covered. It will also include snapshots of present forestry including Joint Forest Management, catchment area treatment plan and monitoring mechanism, with vision.
- (b) Forestry practices in India: In this type of film of 30 minutes duration, historical evolution from the reign of Chandragupta Maurya to Scientific and organized management of the Forests in the country will be presented in the form of documentary.
- (c) Forest Research in India: This will be a highly technical film of 30 minutes documenting extensive research in forestry sector under ICFRE and other research organizations in India.

2. Scope of Work

The detailed scope of the assignment is outlined as follows:

- Collection & Compilation of information and material available with the Forest Department (available sources) and other sources.
- Field shooting necessary
- Development of Audio-visual Content/ scene coverage/ voice & text input to elucidate the importance of the topics
- Capturing High Definition video/ still photographs of the Forests/Wildlife/ Research activities/ institutions as per the decided content
- Composition/ Editing of the captures video/ audio/ still photographs to develop the final Audio-visual software
- Production of Audio-visual software in desired format (of about **45, 30, 30 minutes** with voiceover and music in HD digital format) on **1000** Compact Discs for each.
- Best script will be selected after due approval of the Committee.

3. Deliverables

The deliverables for development and production of the Audio-visual software is outlined as follows.

- i) High Definition Audio-visual software in specified format (45, 30, 30 minutes with voiceover and music in HD digital format) on Compact Discs - **1000 number each.**

4. Timeline

Development & Production of the films will be completed in 6 months from the date of release of funds.

5. Terms of Payment

The Payment shall be made on the basis of the delivery milestones as specified in the following table. The payment shall be released within one month of the delivery and subsequent acceptance of the deliverables by the department.

	Work Component	Payment ¹
1	On submission of detailed concept script and storyboard	30%
2	On completion of collection of material from secondary sources and shooting and submission of first cut	30%
3	On completion and delivery	40%

Note: Approval of the Committee is required at every step.

6. Eligibility Criteria

The Bidder, essentially a Films Production Agency (producer and director), shall have to meet all the below mentioned criteria:

- The bidder needs to have produced a minimum of 5 full-length documentaries/shorts/feature films of **30 minutes** or more for each related to forests/wildlife/environment / climate within India.
- The bidder needs to have professional experience of 3-5 years, 6-9 years and 10 years or more as a Film Producer.
- The Bidder can be a Proprietorship Firm / Partnership Firm / a Company incorporated under the Companies Act 1956 / 2013.
- Consortiums and Joint Ventures are also eligible
- The bidder needs to have won at least 03 national/international awards for films produced by it.
- The bidder needs to have a Director on board, on the regular rolls of the company, for a minimum period of 3 years, who should have won at least 2 national / international awards for films directed by him / her.
- The bidder needs to have executed a minimum of 1 project for the Govt. of India/ State Govt. / PSU pertinent to a Social Campaign / Film worth a minimum of Rs. 50 lakhs.
- Financial Capacity: The bidder needs to have a Cumulative Turnover of a minimum of Rs. 5 Crore over the last 3 financial years (2014-15, 2015-16, 2016-17)
- Before opening of the financial bid, presentation will be made by the vendors before the Committee?

7. Instructions to Bidder

7.1 General Instructions for Preparation of Bid Document

7.1.1 Consortium Bidding

Consortium of maximum 2 (two) Agency or Firm, / Lead Bidder is allowed with one Agency, Firm being the Lead Bidder. The consortium needs to submit a notary certified memorandum of understanding / agreement between both the members. The Lead Bidder shall be responsible for signing, execution of the contract, delivery of the deliverables, submission of invoices. Payment shall be made only to the Lead Bidder. Hereinafter, term bidder shall be synonymous with the consortium for the purpose of this document.

7.1.2 Cost incurred for preparation of Tender Document

The Bidder shall bear all costs associated with the preparation and submission.

7.1.2 Cost of RFP Document

The RFP document can be downloaded from the official website of the Ministry (www.envfor.nic.in) and ICFRE (www.icfre.gov.in). Non-refundable bank demand draft of Rs.10,000 (Rupees ten thousand only) is to be submitted along with the bid towards the cost of the tender paper. The demand draft is to be drawn in favor of 'DG, ICFRE' from a Scheduled Commercial Bank without which Bids will be rejected.

7.1.3 Earnest Money Deposit (EMD)

The Bid shall be submitted with an EMD of Rs.5,00,000/- (five lakh only) in form of a bank demand draft drawn in favor of 'DG, ICFRE' from a Scheduled Commercial Bank without which Bids will be rejected.

7.1.4 Language of Proposal

The proposal prepared as well as all correspondence and documents relating to the tender exchanged between the Bidder will be in English. Information supplied in other language shall be rejected.

7.1.5 Bid Currency

Prices for services offered shall be quoted in Indian National Rupees (INR) only.

7.1.6 Proposal Validity

The bid shall remain valid for 180 days from the date of submission of the Technical Bid.

7.1.7 Power of Attorney

The bidder must submit a power of attorney duly signed by a notary public confirming the authority of the authorized representative of the bidder to sign and act in all matters concerning the offer.

7.2 Document Comprising the Bid

7.2.1 Technical Bid

The technical bid document of the bidder should contain the Tender Cost, EMD and relevant input data and supporting documents in support of their eligibility, capabilities and relevant experience in execution of similar projects and other relevant details as specified in "Eligibility Criteria" and "Technical Bid Evaluation Criteria". The technical bid shall also include appropriately filled-in Forms (Form no 1 to 6) as enclosed in this RFP document.

7.2.2 Financial Bid

- The bidder shall not include any technical information in the Financial Bid. The Financial Bid must be completed in all respect and conform to the Financial Bid Format (*Form No.7*) specified in this RFP document.
- Financial Bids with incomplete information and/ or not conforming to the specified format shall be summarily rejected.
- Prices shall be quoted entirely in Indian Rupees (INR) and must be arrived at after including all expenses, rates, and applicable GST.
- Conditional Financial Bids shall be summarily rejected

7.3 Sealing and Marking of the Bid

Both the Technical Bid and the Financial Bid shall be enclosed in separate sealed envelopes. The Technical Bid envelope shall be super-scribed with "TECHNICAL BID". The Financial Bid envelope shall be super-scribed with "FINANCIAL BID (NOT TO BE OPENED WITH THE TECHNICAL BID)". Both the Technical bid and the Financial Bid envelopes shall be enclosed in an outer sealed envelope super-scribed with "Preparation of Documentary Films, on Forests in India, Forestry Practices in India and Forest Research in India" and addressed to "DG, ICFRE".

7.4 Bid Submission

The Bid document complete in all respect should be submitted to the addressee on or before the last date and time of submission.

- Bids received after the due date and time (including the extended period if any) for any reason whatsoever, shall not be entertained and shall be summarily rejected.
- The bids submitted by telex/fax/e-mail etc. shall not be considered. No correspondence will be entertained on this matter.
- Office of the DG, ICFRE shall not be responsible for any postal delay or non-receipt/ non-delivery of the documents. No further correspondence on the subject will be entertained.
- Office of the DG, ICFRE reserves the Right to accept or reject any proposal, and to annul the tendering process and reject all proposals at any time prior to the award of the contract.

7.5 Opening of Technical Bid Document

The Technical Bid document shall be opened as per the Date and Time specified in the bid data sheet or the date specified through advance notice. The authorized representatives of the bidders may be present during the bid opening process. The technical bid document of each bidder shall be opened to record the submission of Tender Document Cost and the EMD as specified in the Bid Data Sheet. Bids without valid Tender Cost and/ or EMD shall be rejected summarily. The Financial Bid shall remain unopened and intact.

7.6 Evaluation of Technical Bid

The Technical Bid document along with the supporting documents submitted by the bidder shall be scrutinized on the basis of the Eligibility Criteria as specified in this RFP document. The Technical bids not satisfying the eligibility criteria shall be rejected and shall not be considered for further evaluation. The technical Bids satisfying the eligibility criteria shall be considered for Technical Bid Evaluation as per the Technical Evaluation criteria as specified in this RFP document and shall be assigned with the marks. Technical Evaluation shall also involve detailed Technical Presentation by the Bidder. The technical Bid evaluation Criteria is specified in the following table.

The criteria to be used for evaluating all qualifying bids for this project shall be as follows:

Sl.	Evaluation Criteria	Scoring Methodology	Max. Marks								
1.	Technical Capacity of the Bidder		45								
1.1	No. of Projects undertaken	No of projects undertaken by the bidder of a minimum value of 1 crore, shall be awarded marks in the following manner: <table border="1" data-bbox="576 1585 1177 1827"> <thead> <tr> <th>No of Projects</th> <th>Marks</th> </tr> </thead> <tbody> <tr> <td>1 Project</td> <td>5</td> </tr> <tr> <td>2-4 Projects</td> <td>10</td> </tr> <tr> <td>5 or more Projects</td> <td>15</td> </tr> </tbody> </table>	No of Projects	Marks	1 Project	5	2-4 Projects	10	5 or more Projects	15	15
No of Projects	Marks										
1 Project	5										
2-4 Projects	10										
5 or more Projects	15										
1.2	Relevant Experience	<table border="1" data-bbox="576 1832 1177 2065"> <thead> <tr> <th>Years of Experience</th> <th>Marks</th> </tr> </thead> <tbody> <tr> <td>3-5 Years</td> <td>5</td> </tr> <tr> <td>6-9 Years</td> <td>7</td> </tr> <tr> <td>10 Years or more</td> <td>10</td> </tr> </tbody> </table>	Years of Experience	Marks	3-5 Years	5	6-9 Years	7	10 Years or more	10	10
Years of Experience	Marks										
3-5 Years	5										
6-9 Years	7										
10 Years or more	10										

1.3	Cumulative Turnover in last 3 financial years (2014-15, 2015-16, 2016-17)	<table border="1"> <thead> <tr> <th>Turnover (Rs.)</th> <th>Marks</th> </tr> </thead> <tbody> <tr> <td>5-10 Crore</td> <td>5</td> </tr> <tr> <td>10-15 Crore</td> <td>7</td> </tr> <tr> <td>15 Crore or more</td> <td>10</td> </tr> </tbody> </table>	Turnover (Rs.)	Marks	5-10 Crore	5	10-15 Crore	7	15 Crore or more	10	10
Turnover (Rs.)	Marks										
5-10 Crore	5										
10-15 Crore	7										
15 Crore or more	10										
1.4	Awards Won	<p>The number of awards (National/International) won by the bidder and the director designate together , shall be awarded marks in the following manner:</p> <table border="1"> <thead> <tr> <th>No of awards</th> <th>Marks</th> </tr> </thead> <tbody> <tr> <td>3-5</td> <td>5</td> </tr> <tr> <td>5-10</td> <td>7</td> </tr> <tr> <td>Above 10</td> <td>10</td> </tr> </tbody> </table>	No of awards	Marks	3-5	5	5-10	7	Above 10	10	10
No of awards	Marks										
3-5	5										
5-10	7										
Above 10	10										

2.	Creative/Conceptualization Capacity of the Bidder (Presentation)		55
2.1	Concept	Marks shall be awarded on the creative route and treatment ideas as shared by the bidder in the form of a presentation to the committee	20
2.2	Production Methodology	Marks shall be awarded basis the uniqueness, efficacy and practicality of the production methodology as shared by the bidder	10
2.3	Production Team	Marks shall be awarded basis the bio-data of all key personnel as submitted by the bidder	15
2.4	Voice over/Music/background	Bilingual (Hindi/English) 500 compact discs each for each category with sub-titles	10

The bidders scoring minimum 75 marks out of 100 in the Technical Evaluation shall be declared as the Technically Qualified bidder. The marks secured by the Technically Qualified bidder shall be considered as the Technical Score (Ts). The Technical Score (Ts) of the Technically Qualified bidder shall be weighted on a scale of 70.

7.7 Evaluation of Financial Bid

The Financial bids shall be opened only for the Technically Qualified bidders. The date, time and venue of the Financial Bid opening shall be intimated to all the technically qualified bidders in advance. The authorized representatives of the technically qualified bidders may be present during the financial bid opening. The financial bids shall be scrutinized for their conformity to the specified formats, seal and authorized signature of the bidder. Financial Bids that are illegible, not conforming to the specified formats or without the seal and signature, with arithmetic errors, with mismatching "figure" and "words" value(s) shall be summarily rejected. The valid Financial Bids shall be considered for further evaluation in Quality Cost Based Selection (QCBS) method.

The Bidder with the lowest commercial quote shall be awarded 100 marks. Scores of the Financial Bid evaluation would be weighed on a scale of 30. The score obtained by the bidders in the financial bid evaluation shall be considered as Financial Score (F_S). The Financial Score of the other Technically Qualified bidders shall be computed as per the following formula

$$F_S = 100 \times (F_{\min} / F_b)$$

Where,

F_S = Financial Score for the bidder under consideration

F_{\min} = minimum price quoted by any bidder

F_b = price quoted by the bidder under consideration

The Technical Score (T_S) and the Financial Score (F_S) secured by each bidder shall be subjected to the Weightage $W_T = 0.70$ (the weight given to the technical bid); $W_F = 0.30$ (the weight given to the financial bid). The combined technical and financial score (S) for the bidder shall be computed as per the following formula.

$$S = (T_S \times 0.7) + (F_S \times 0.3)$$

7.8 Award of Contract

The bidder/ consortium securing the highest combined score (S) shall be treated as the successful bidder and considered as selected bidder for award of the contract.

8. General Conditions of Contract

8.1 Bid Validity Period

The Bid submitted by the bidder shall remain valid for 180 days from the date of opening of the Bid. Bids with validity period less than 180 days shall be treated as non-responsive and shall be rejected.

8.2 Corrupt/ Fraudulent Practices

The Bidder is expected to observe highest standards of ethics during the procurement and execution of the assignment. In pursuance of this policy, the tenderer defines the terms set forth as follows:- “Corrupt Practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of the public official in the procurement process or in contract execution; and “Fraudulent Practice” means a misrepresentation of facts, in order to influence a procurement process or execution of a contract to the detriment of the Client, and includes collusive practice among Bidders (prior to or after bid submission), designed to establish bid prices at artificial non-competitive levels and to deprive the Client of the benefits of the free and open competition.

In case the Bidder is found to be engaged in Corrupt/ Fraudulent practices before the contract award or after award of the contract, such bidder shall be declared ineligible and his/ her bid shall be rejected and the contract shall be terminated as the case may be.

8.3 Right to Accept/ Reject the Bid

Notwithstanding anything contained herein, ICFRE reserves the Right to reject any or all Bids without showing any reason thereof.

8.4 Late Bids

Bids received after the specified last Date and Time of receipt (including any extension of time for submission of bid thereof) for whatsoever reason, shall be rejected summarily. No further communications in this regard shall be entertained.

9. Special Conditions of Contract

9.1 Award of Work

Notwithstanding anything contrary to the provisions in this document, the ICFRE reserves the right to accept or reject any proposal or to annul the process fully or partially, or modify the same and to reject any/all proposals at any time prior to the award of work, without incurring any liabilities in this regard and without assigning any reason thereof. The tenderer reserves the right at the time of Contract award or during the execution of contract to increase or decrease the quantity of work allotted to the selected Bidder.

9.2 Period of Contract

The contract of work and the selected bidder shall be for a period of 1 (one) year from the date of work order.

9.3 Extension of Time

The date of completion of the contract may be extended due to force majeure or events beyond control of the selected bidder. In such case, the bidder shall be obliged to submit a claim for extension of time with due justification. The decision of the department on time extension shall be binding on the bidder. Necessary amendment to the contract in accordance with the granted time extension will be carried.

9.4 Non Transferrable

The selected bidder shall not transfer any interest, rights, benefits or obligations under the contract without the prior written permission from the authorized officer of the department.

9.5 Confidentiality

The selected bidder shall not use the Confidential Information provided by the department except for the purpose of providing the service as specified under this contract. The selected bidder shall sign a Non-Disclosure Agreement (NDA) with the department to this effect. The vendor will be held responsible for any breach of the NDA by its persons and shall be responsible for legal consequences.

9.6 Taxes & Duties

GST payable in respect of execution of the contract shall be borne by the bidder and shall be reimbursed by department on submission of valid documents and at the prevailing rates.

9.7 Copyright

The copyrights in all maps, documents and other materials containing data and information including plan/ design/ specifications furnished by the selected bidder to the department shall remain as Intellectual Property of the MoEF&CC.

9.8 Suspension of Work

The ICFRE may, by notice to the selected bidder, order the selected bidder to suspend Work of any or all of its obligations under the Contract. Such notice shall specify the obligation of which performance is to be suspended, the Effective Date of the suspension and the reasons therefore. The selected bidder shall thereupon suspend work of such obligation (except those obligations necessary for the care or preservation of the Work) until ordered in writing to resume such performance by tenderer.

9.9 Entire Contract

The terms and conditions laid down in this document and all annexure thereto as also the forms and any attachment shall be read in consonance as an integral part of this contract.

9.10 Disputes & Arbitrations

In the unfortunate event of any dispute or differences, breach and violation relating to the terms of this agreement, the said dispute or difference shall be referred to the sole arbitration of the Arbitrator appointed by the department for the purpose. The award of the arbitrator shall be final and binding on both the parties. The adjudication of arbitrator shall be governed by the provision of the Arbitration and Conciliation Act, 1996, or any statutory modification or re-enactment thereof or any rules made thereof. All legal disputes are subject to the jurisdiction of courts in New Delhi

9.11 Governing Laws

The contract between MoEF&CC and the selected bidder shall be governed by and interpreted in accordance with the laws for the time being in force in _____. The courts at _____ shall have exclusive jurisdiction in all matters arising under the contract.

9.12 Force Majeure

Neither party shall be liable to the other for any loss or damage occasioned by or arising out of acts of God such as unprecedented flood, volcanic eruption, earthquake or other convulsion of nature and other acts such as but not restricted to invasion, the act of foreign countries, hostilities, or war-like operations before or after declaration of war, rebellion, military power which prevent performance of the contract and which could not be foreseen or avoided by a prudent person.

(PAN/TAN/ADHAR NUMBER WILL HAVE TO BE PRODUCED)

9.13 Minor omission of technical bid will be the right of the Committee.

10. Bid Submission Formats

Form-1: Covering Letter *(to be submitted on company letter head)*

Ref:

Date:

To

Sub: Development and production of short Audio-visuals documentary film on (a) Forests in India, (b) Forestry Practices in India and (c) Forest Research in India each of about 20 minutes duration

Dear Sir,

With reference to your RFP Notice No. _____ dated _____ published on the departmental website for the above mentioned subject, we are pleased to submit our Bid along with all supporting documents, requisite RFP Document Cost and EMD for your evaluation.

We understand that, if any information submitted in our bid document including the supporting documents is/ are found incorrect/ unverifiable or both, our bid will be rejected without any reference to us. We further understand that the department is not obliged to accept our bid or inform us the reason for rejection of our bid.

We hereby declare that the data, information submitted by us in our bid document including all supporting documents are true to the best of our knowledge. In case any of the data/ information submitted by us are found to be false, the department reserves the right to reject our bid summarily without any reference to us.

We hereby unconditionally accept all the Terms & Conditions mentioned in the above referenced RFP document. Deviations if any, to the Terms & Conditions mentioned in the above referenced RFP document reflect in our Bid shall liable our Bid document to be summarily rejected without any reference to us.

Yours Sincerely,

<Signature of Authorised Signatory>

Name:

Designation:

Contact No.:

Address:

Form-2: Organization Details (to be submitted on company letter head)

B. Bidder/ Lead Bidder (in case of Consortium)

Name of the Organisation	
Year of Establishment	
Address of Registered office	
Location of works (address)	
Telephone numbers	
Fax numbers	
Email address	
Web Site address	
Name of the Contact Person	
Contact Person's designation	
Contact Person's Mobile no.	
Contact Person's Email Id	

C. Associate Bidder (in case of Consortium)

Name of the Organisation	
Year of Establishment	
Address of Registered office	
Location of works (address)	
Telephone numbers	
Fax numbers	
Email address	
Web Site address	
Name of the Contact Person	
Contact Person's designation	
Contact Person's Mobile no.	
Contact Person's Email Id	

Form-3: Letter of Authorisation (to be submitted by Consortium partners or company)

Ref:
Date:

To

Sub:Development and production of documentary film on (a) Forests in India, (b) Forestry Practices in India and (c) Forest Research in India each of about 20 minutes duration–Letter of Authorisation

Dear Sir,

With reference to your RFP Notice No. _____ dated _____, we hereby authorize Mr/Ms<name>, <designation>of our organization whose signature is attested below, as our authorized representative to sign the bid documents including all documents in support of our bid on our behalf.

We hereby agree to ratify the acts, deeds and things lawfully done by our aforesaid representative shall and shall always be deemed to have been done by us and accordingly binding on us

(Signature of Authorised Representative)

Yours Sincerely,

(Signature)

Name:

(Managing Director/ Head of the Organisation or Consortium)

Form-4: Details of past experience in execution of similar projects

Sl.	Name of the Client Organisation	Project Description	Value of Work (in Rs.)	Current Status (on-going/ Complete)	Reference of supporting work order/ completion certificate

Form-5: Key personnel - to be filled for at least four stated in this table (or attach detailed CVs)

Position	Name	Background including educational qualification	Years of experience in India	Relevant experience for evaluation ²	Any other details
Designer for publications					
Director for audio visual productions					
Editor and author					
Project Manager					

Form-6: Details of Annual Sales Turnover (in case of consortium only for lead agency/ firm)

Sl.	Financial Year	Sales Turnover (in Rs.)
1.	2014-2015	
2.	2015-2016	
3.	2016-2017	

NB:

1. Auditor certified Turnover Certificate to be submitted

²As stated in section 7.6 of this document

2. Copy of the Balance sheet and P/L statement to be submitted

Form-7: Financial Bid

FINANCIAL BID

RFP Notice No. _____ Dated _____

Date:

To

Sub: Development and production of documentary film on (a) Forests in India (45 minutes), (b) Forestry Practices in India (30 minutes) and (c) Forest Research in India (30 minutes)–submission of Financial Bid

Sl.	Description	Quantity		Total Amount (in Rs.)
1.	Development & production of Audio-visuals for a) Forests in India (b) Forestry practices in India (c) Forest Research in India	1000 CDs of each of the 3 films separately		In Figure..... In Words.....
			Total	

Total in Words.....

NB: GST shall be paid extra at the applicable rates

Yours Sincerely,

<Signature of Authorised Signatory>

Name:

Designation:

Contact No.:

Address: