



**REGIONAL INSTITUTE OF MEDICAL SCIENCES, IMPHAL-795004**  
**(An Autonomous Institute under the Ministry of Health & Family Welfare, Govt. of India)**

---

EXPRESSION OF INTEREST

Imphal, the 12<sup>th</sup> March, 2018

No.: 175/SAP-IEC/RIMS-2017: Sealed quotation are invited from bonafide Indian firm or organization either Social or Cultural having experience and knowledge for making documentary video of various activities under Swachh Bharat Mission/Swachhta Action Plan in the Regional Institute of Medical Sciences, Imphal on the following terms & conditions. The interested EOI tenderer are requested to submit the tender from the date of publication of EOI on all working days from 11:00 am to 04:10 pm. up to 26<sup>th</sup> March, 2018 to the office of the Director, RIMS, Imphal. Tender will be opened on 27<sup>th</sup> March, 2018 at 4:10 pm in presence of intending tenderer/bidder or their authorized representatives if they wish to present. If the office happens to be closed on the last date of receipt of the tender as specified, the tender will be received on the next working day at the same time & venue.

Sl.No.	Name of works/particulars	Qty	Rate	Remarks
1.	A documentary short film script in Manipuri version with subtitle in English on IEC and other activities on Swachhta Action Plan on Sanitation & Drinking Water as well as health related to hygienic & lifestyle related aspects. (length of the film 20 to 30 minutes)	1 (One) No.	Rate to be filled by tenderer	Requires making a documentary short film involving Manipuri/Tribal actors/actresses after finalization of script by the authority.
2.	Hording with printed slogan of Swachh Bharat Mission. <b>Size of hoarding:- Horizontal- 4 (four) feet &amp; vertical 3 (three) feet.</b> (Specification: Sq. bar 25x25mm X 1mm thick laminated sheet of 0.65 mm thick & fitting fixing with black iron pipe 40 mm dia)	5 (Five) Nos.	Rate should be mentioned separately for making charge of hoarding and installation charge of hoarding	Hoarding will be installed by the tenderer as per given advise of the authority at different places in the campus etc.

*Signature*

3.	Hording with printed slogan of Swachh Bharat Mission, (Gramin). Size of hoarding:- Horizontal- 8 (Eight) feet & vertical 6 (Six) feet. (Specification: Sq. bar 25x25mm x 1mm thick laminated sheet of 0.65 mm thick & fitting fixing with black iron pipe 40 mm dia)	11 (Eleven) Nos.	-Do-	Hoarding will be installed by the tenderer as per given advise of the authority at different places 1. Imphal West – 3 nos. 2. Imphal East – 3 Nos. & one each at Thoubal, Bishnupur, Ukhrul, Churachandpur, Senapati i.e. roadside and various market places etc.
4.	Showing of short film (20 to 30 minutes length) through projector in different places in 7 (seven) districts under Swachhta Action Plan. All necessary arrangement in this regard, will be arranged by the tenderer/ organization.	7 (seven) Nos.	Rate to be quoted for per district including all expenses.	Selected tenderer/ organization shall show short film through projector at the following districts 1. Imphal West 2. Imphal East 3. Thoubal 4. Bishnupur 5. Ukhrul 6. Churachanpur 7. Senapati
5.	Video recording Full HD video recording with multi camera set-up (Minimum Three Cameras) ½ inch or bigger sensor professional video camera Minimum 50 Mbps recording with 4:2:2 color sampling. On line editing with full HD switcher.  <b>Please note that the duration of theatre show, lecture, seminar, workshop, other activities etc will be normally for 5 (five) minutes to 2 hours.</b>	6 months extendable upto 1 year	Rate to be filled by tenderer	Deliverable (a) Edited Full HD MPEG 4 to be provided on DVD disk (b) Original footage from all cameras. (c) DVD version of edited videos two copies each.
6.	Photo coverage (One Photographer) Latest 16 Mega pixel or more DSLR, with professional fast lenses	6 months extendable upto 1 year	Rate to be filled by tenderer	Deliverable (a) Selected Edited photos at end of each day for press on CDs/ pen drive. (b) All good /edited photos of coverage on DVDs.
7.	Four wheeler car or vehicle to used for official duties as an when need basis within Imphal city or outside Imphal district including Saturdays or Sundays or holidays	6 months extendable upto 1 year	Rate to be filled by tenderer	During official duties , the vehicles should be parked in the campus of the office

*Handwritten signature*

## 2. Submission of Tender

- a) Tender Documents may be downloaded from RIMS's website [www.rims.edu.in](http://www.rims.edu.in) and should be accompanied with a demand draft Rs. 500/- (Rupees Five Hundred) only in favour of the Director, Regional Institute of Medical Sciences, Imphal payable at Imphal at the time of submission of tender.
- b) Tenders, as per Annexure, in a sealed cover addressed to the Director, Regional Institute of Medical Sciences, Imphal – should be submitted on or before 26<sup>th</sup> March, 2018 by 3:00 p.m. The bid should be accompanied with D-at-call EMD of Rs. 10,000/- (Rupees Ten thousand) only in the form of Demand Draft in favour of Director, Regional Institute of Medical Sciences, Imphal, payable at Imphal.
- c) The tenderer must submit bids for each eight districts separately as per particulars in Annexure-A. Sealed tenders will be opened in the Administrative Block, Regional Institute of Medical Sciences, Imphal in the presence of such bidders who may wish to be present.
- d) Terms and conditions, taxes and all other applicable charge if any and discount etc. for each circle must be stated separately and clearly in the bid (As any charges not mentioned in the offer/bid will be borne by the vendor).

## 3. Pre-qualifications for tenderers

- a) The tenderer firm should be reputed having atleast 2 years experience in the relevant field and registered with Govt. having PAN.
- b) The annual turnover of the firm should not be less than ten lakhs during the financial year 2016-17.
- c) The bidders, who do not meet the eligibility criteria, or do not submit all the necessary documents in support of the eligibility criteria or do not submit documents that are complete and valid – shall be disqualified.

Note: Necessary documents should be submitted with tender in support

## 4. Cost of Tender and schedule of submission of tender documents

- a) Cost of the Tender : Free
- b) Time and last date of receipt of tender documents: 1500 hrs on 26<sup>th</sup> March, 2018.
- c) Time and date of opening of bid: 1630 hrs on 27<sup>th</sup> March, 2018.
- d) The tender in the prescribed format should be addressed to the Director, Regional Institute of Medical Sciences, Lamphelpat, Imphal-795004. This cover should be super scribed Tender for SAP - Outsourcing of Photo & Video Documentation works etc (Circle Name.....)

*Handwritten signature*

## 5. Earnest Money Deposit

- a) Earnest Money Deposit (EMD) amount of Rs.10,000/- (Rupees Ten thousand) only shall be submitted. The EMD shall be in the form of a crossed demand draft drawn in favour of Director, RIMS, Imphal payable at Imphal. The tender not accompanied by the EMD shall be summarily rejected.
- b) No interest shall be paid by RIMS, Imphal on the EMD for the above said period.
- c) The EMD deposited is liable to be forfeited, if the tenderer withdraws or amends impairs or derogates from the tender in any respect, within the period of validity of his offer.
- d) EMD of all un-successful tenderers shall be returned within a reasonable time period after a decision is taken on the tender enquiry.
- e) EMD of successful tenders shall be retained as performance security. It will be returned after April, 2018.

## 6. Evaluation of Tender

- a) The tender will be evaluated by a committee.
- b) The bids of the tenderers shall be opened in the presence of their representatives, if any.
- c) The RIMS, Imphal reserves the right to select the tenderer on the basis of best possible bids received. The decision of the Tender Evaluation Committee arrived at as above shall be final and representation of any kind shall not be entertained on the above. Any attempt by any tenderer to bring pressure of any kind may disqualify the tenderer for the present tender and the tenderer may be liable to be debarred from bidding for RIMS, Imphal tenders in future for a period of three years.
- d) The Director, RIMS, Imphal, reserves the right to accept/reject to any or all the tenders without assigning any reason

## 7. Payment Terms

- a) No cost variation will be entertained.
- b) Authority reserves the right to cancel the program without assigning any reason at any point of time.
- c) Completion certificate will be submitted duly certificate by the concerned in charge of the program and payment shall be made within 20 days of the submission of monthly bill.
- d) All taxes will be deducted from the bills as per government rules.
- e) All payment will be made by account payee cheque in the name of the successful bidder.

## 8. Duration/Period of Contract

The tender will be valid for the period of one year from date of acceptance.

## 9. Termination of Contract

In case of any default by the organization and in any of the terms & conditions (whether General or Special), RIMS, Imphal may without prejudice to any other right/remedy which shall have accrued or shall accrue thereafter, terminate the contract, in whole or in part, by giving 15 days notice in writing to the organization.

All instructions, notices and communications etc. under the contract given in writing and if sent to the last known place of business, shall be deemed to be served on the date, even in ordinary course of post, these would have been delivered to the organization.



### Terms & Condition

1. The person or organization those are willing to drop quotation shall be having Govt. registration.
2. Every Quotation /Tenderer shall to deposit a D-at-Call Earnest Money of Rs. 10,000/-in words (Rupees ten thousand) only of a Nationalized Bank. Bid/Tender without Earnest Money would be rejected.
3. The quotation shall be having softcopy of a script of short documentary film on IEC on Sanitation (Swachh Bharat Mission), Drinking Water and Health & hygiene with its estimate cost (making cost inclusive all taxes, charge etc).
4. Bid/Tender shall be for script of a Hoarding on IEC measuring 8 (eight) feet by 6(six) feet with or 4 (Four) feet by 3 (feet), as the case may be, iron post & Frame, Estimate on printing of Hoarding (Multi-colours) & Frame including Fitting Fixing charge within the area of Seven district mention in the Expression of interest (for each Hoarding).
5. The scripts, of documentary films, hoarding may be selected by an expert committee constitute by the institute in respect of rate based on its quality & expected effectiveness and then it will be approved by institute.
6. The selected bidder/tender shall sign an agreement with the authority of the institute.
7. The bid/tender should include the following:-

**i) Technical proposal: - This should comprise following details.**

- a) A detailed description of the agency, its experience in relation to IEC or similar work undertaken during last two years. Documents relating to experience in the field of work should be provided along with the quotation.
- b) Experience certificate- if any project executed in Manipur or any states in India may be mentioned please.
- c) The cost of transportation charge will be borne by the Agency.
- d) The articles should be supplied as per specification with good condition & best quality within in 15 (fifteen) days.

Indira