

**GOVERNMENT OF ASSAM
DIRECTORATE OF TRAINING
ASSAM ADMINISTRATIVE STAFF COLLEGE
JAWAHARNAGAR: KHANAPARA: GUWAHATI**

Re-TENDER NOTICE

No. AASC(T)192/2018-19/6

Dated Guwahati the 1st of July, 2018

For production of a colour film on Assam Administrative Staff College in digital format for training purpose of IAS/ACS and other courses.

Sealed tenders in 2-bid system affixed with non-refundable court fee stamp of Rs. 8.25 (Rupees eight & twenty five paise) only are invited from reputed firms with experience in producing short/documentary films for production of a colour film on Assam Administrative Staff College. The firms are requested to submit the script of the film of 10 (Ten) minutes duration in English language along with the tender papers. The content of the film will cover following:

- Background of AASC.
- Infrastructure and facilities of AASC:
 1. Classrooms
 2. Conference halls
 3. Hostel
 4. Library
 5. Computer lab
 6. CSOI
- Activities of AASC.
- Aerial shot of AASC.

The interested firms may collect the tender documents from the office during the office hours on payment of Rs. 500.00(Rupees Five Hundred) only in cash which would be non-refundable before 15th of July, 2019. The tender documents may also be downloaded from the website, www.aasc.assam.gov.in. However, the payment of Rs 500.00 in cash will have to be made in any case.

The last date of submission of tender is 11.00 AM of 15th July, 2019 and these would be opened on the same date at 12.00 PM. If that day happens to be a holiday, the tenders would be opened on the next working day. Date of Opening of Financial Bid will be intimated to the bidders who qualify the Technical Bid. For detailed information, interested firms may contact the undersigned during office hours.

Sd/-
Director of Training
Assam Administrative Staff College
Jawaharnagar: Khanapara:Guwahati-22

TERMS & CONDITIONS

The interested firms should enclose / submit

1. The tenderer should submit copies of valid trade license, Goods and Service Tax (GST) registration.
2. The tenders should be accompanied by EMD in form of Demand Draft/Bankers Cheque of Rs. 3000.00 (Rupees Three Thousand) only in favour of “Director, Assam Administrative Staff College Society”, which will be refundable.
3. The Annual Turnover duly certified by a Chartered Accountant for the last three years is to be submitted.
4. Copy of the PAN card.
5. Experience of film making for the last 3 (three) years with copies of work order/ experience certificate.
6. Video format is to be made in Full HD (1080p) mode only.
7. The delivery period for the completion of the film will be 3 (three) months from the date of issue of work order.

Further

1. Rates should be quoted inclusive of all taxes and overwritten rates will not be accepted.
2. Relevant documents on the experience of film making.
3. The undersigned reserves the right to accept or reject any one or all tenders without assigning any reason thereof.
4. The authority is not bound to accept the lowest bid only. Experience of the film maker will also be considered.
5. Unsuccessful bidders may get back their script from the office if required.

Sd/-
Director of Training
Assam Administrative Staff College
Jawaharnagar: Khanapara:Guwahati-22

LIST OF DOCUMENTS TO BE SUBMITTED BY THE FIRM

Sl. No.	Documents	Submitted
01	Court fee stamps of Rs. 8.25/-	
02	EMD of Rs. 3,000.00/-	
03	Experience Certificates (enclose proof of documents)	
04	GST number (enclose proof of document)	
05	PAN (enclose proof of documents)	
06	Annual turnover (enclose proof of document)	
07	Trade license/ Registration certificate (enclose proof of document)	
08	Copy of script	

Signature of tenderer with date & seal

Financial Bid Format

Sl. No.	Particulars	Rate in INR
1	Production of a colour film on Assam Administrative Staff College in digital format for training purpose of IAS/ACS and other courses.	
2	GST if applicable	
Total		

Signature of tenderer with date & seal