



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

Re-TENDER NOTICE

No. AASC(T)192/2018-19/12

Dated Guwahati the 4th of February, 2020

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 / Demand Draft in favour of “Director, Assam Administrative Staff College Society” which would be non-refundable, w.e.f. 10th February 2020 to 24th February 2020. The tender documents may also be downloaded from the website, www.aasc.assam.gov.in. However, the payment of Rs 500.00(Rupees Five Hundred) only in cash / Demand Draft in favour of “Director, Assam Administrative Staff College Society” will have to be made in any case.

The last date of submission of tender is 2.00 PM of 25th February, 2020 and the same would be opened on the same day at 2.30 PM in presence of tenderers or their authorized representatives if any. In case the last date happens to be a holiday, the tenders will be received up to 2.00PM and opened at 2.30PM on the next working day in presence of tenderers or their authorized representatives if any. 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 tender 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 2 (two) years is to be submitted.
4. Copy of the PAN card.
5. Experience of film making for the last 2 (two) 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 rate 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