

भारत सरकार
स्वास्थ्य एवं परिवार कल्याण मंत्रालय
(स्वास्थ्य सेवा महानिदेशालय)
केन्द्रीय औषध मानक नियंत्रण संगठन
केन्द्रीय औषधि परीक्षण प्रयोगशाला
क्षेत्रीय अन्न व औषध प्रशासन भवन, जी.एम.एस.डी कंपाउंड,
बेलासीस रोड, मुंबई सेन्ट्रल, मुंबई - ४००००८.
दूरभाष : ०२२२३००२३०९- / ०२२२३००२१३८-
फैक्स : ०२२२३०९९२४०.
ईमेल- : cdtlmumbai@cdsco.nic.in



CDS CO

Government of India
Ministry of Health and Family Welfare
(Directorate General of Health Services)
Central Drugs Standard Control Organisation
Central Drugs Testing Laboratory
Zonal FDA Bhawan, GMSD Compound,
Bellasis Road, Mumbai Central, Mumbai - 400008.
Tel : 022-23002309 /022-23002138.
Fax : 022-23099240.
Email : cdtlmumbai@cdsco.nic.in

Accredited By: NABL (ISO/IEC-17025:2005 in Chemical & Biological Testing)
Certified For: IMS (ISO - 9001:2008; ISO - 14001:2004; OHSAS - 18001:2007)

No. 1(84)/CDTL-MUM/18-19/1734

Date: 5.07.18

Tender Notice

Subject : - Tenders for creation of Audio visual Presentation for a short film (7 to 8 minutes) for office of Central Drugs Testing Laboratory - Mumbai.

Sealed Tenders are invited from reputed interested film makers for ' creation of Audio visual Presentation for a short film (7 to 8 minutes) for office of Central Drugs Testing Laboratory - Mumbai who have been rendering / undertaking the specified work as per the specification shown in Annexure III below:-

Sr. No.	Item Name	Specification
1.	Creation of Audio visual Presentation for a short film (7 to 8 minutes) for office of Central Drugs Testing Laboratory - Mumbai	As per Annexure-III

1. The tenders should be submitted in sealed covers: -

(a) The first sealed cover superscribed as 'Technical Bid' should contain the following items: -

- The Proforma at Annexure-II, duly filled in, along with relevant documents/ information.
- Acceptance of terms & conditions as per Annexure - I.

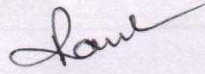
(b) The second sealed envelope superscribed 'Financial Bid' as per Annexure IV should contain only rates for creation of Audio visual Presentation.

(c) Earnest money of Rs. 2,000/- (Rupees Two Thousand Only) must be paid in the form of Demand Draft/ Banker's Cheque of any scheduled bank drawn in favour of Director, CDTL, Mumbai payable at Mumbai and should accompany the tender. This money will be forfeited if tender accepted is not honoured by the tenderer. Earnest money of all unsuccessful tenderers will be refunded.

(d) Both the sealed covers should be placed in the main sealed envelope superscribed 'Tender for creation of Audio visual Presentation. Tender should be addressed to The Director, Central Drugs Testing Laboratory, Zonal FDA Bhawan, GMSD Compound, Bellasis Road, Mumbai Central, Mumbai - 400 008 & should reach this office by 4.30 pm on 23/07/2018 . The tenders will be opened on 24/07/2018 at 3.30 pm in presence of tenderer if any.

2. Quotation received after stipulated time & date will be rejected forthwith.

3. The competent authority in the CDTL - Mumbai reserves the right to amend any of the terms & conditions in the tender document or reject any or all application (offers) without giving any notice or assigning any reason thereof. The decision of competent authority in this regard will be final & binding.
4. All the tenderers are requested to read & understand the terms & conditions of the contract as detailed in the Annexure - I before sending their quotations, as no change or violation of the aforesaid terms & conditions are permissible once the quotation is accepted by CDTL - Mumbai.
5. The interested tenderers may, if so desire, inspect the foresaid site at CDTL on any working day between 10.30 A.M to 4.30 PM (Except Saturdays & Sundays) before quoting their rates.


(Dr. Raman Mohan Singh)
Director
CDTL-Mumbai

Annexure - I

Terms & Conditions

1. Rates quoted for the '**creation of Audio visual Presentation** should indicate break up prices for all items / equipments.
2. The tender received after due date & time or incomplete in any respect shall be summarily rejected.
3. No Advance payment would be made. Payment will be made only after supply and fixing of PVC Partitions up to the satisfaction of the competent authority.
4. The shortlisted firm will have to provide the **Warranty** for at least 1 year.
5. The **creation of Audio visual Presentations** would be made within 4-6 weeks from the date of receipt of the supply order, or else penalty shall be levied as per Government rules.
6. The firm which qualifies in the Tender Process would be required to furnish a Performance Security to the tune of 10% of cost of items which should be valid for 14 months from the date of supply of the offer. The Performance Security will be retained in CDTL-Mumbai which will be returned to the concerned after expiry of the warranty period.
7. Over - writing on the quotations must be avoided. Otherwise the quotations are likely to be rejected. The CDTL - Mumbai reserves the right to accept or reject any tender, in whole or in part thereof without assigning / specifying any reason (s) thereof and the decision of the competent authority in the CDTL - Mumbai shall be final and binding on the contractor firm.

8. All the participating firms may ensure that **creation of Audio visual Presentation** is of only Genuine quality if at any stage it is found that the film supplied is of sub - standard quality / inferior quality, the Performance Security will be forfeited and if the cost of the item is not covered from the Performance Security the same will be recovered from the supplier.
9. Tenders received after the stipulated time and date will not be accepted / considered.
10. Any dispute arising in the matter shall be resolved through an arbitrator to be nominated by the competent authority in CDTL - Mumbai.
11. The contract shall be subject to Indian Laws & jurisdiction of the court located in Mumbai.

Annexure - II

(Technical Bid) - PROFORMA

Sr. No.	Particulars	To be filled by the Tenderer
1.	Name of the agency	
2.	Whether brief profile of the agency is enclosed	
3.	Detailed Office Address of the agency with office telephone No. e-mail address, Fax No., Mobile No., & Name / Designation of the Contact Person	
4.	Whether registered with all concerned Govt. Authorities (Register of companies, Commissioner Employees etc.) (Copies of all certificates of Registration should be attached)	
5.	PAN Number (copies to be enclosed)	
6.	TIN Number Registration No. (Copy to be enclosed)	
7.	GST Number (Copy to be enclosed)	
8.	Whether copies of income Tax return for last 2 years attached	
9.	Earnest Money Deposit (EMD) of Rs. 2,000/- (Rupees Two Thousand Only) in the form of Demand draft/ Banker's Cheque of any scheduled bank drawn in favour of Director, CDTL, Mumbai payable at Mumbai	
10.	Whether a copy of terms & conditions - Annexure - I duly signed as token of acceptance of the same is attached	
11.	Whether the firm is blacklisted by any Government Department or any criminal case is registered against the firm or its owner / partners anywhere in India (if no, an undertaking to this effect is attached in this regard)	

(Signature of the authorized person)

Date :

Name:

Place :

Designation:

Seal:

Annexure – III

Specification for creation of Audio visual Presentation for a short film (7 to 8 minutes) for office of Central Drugs Testing Laboratory – Mumbai

Sr. No.	Scope of work details
1.	To make audio – Visual presentation on Central Drugs Testing Laboratory covering HD video shoot (Approx. duration upto 7 to 8 min.)
2.	3D animated logo of the laboratory for digital media. (made out of existing logo) <ul style="list-style-type: none">• Theme for Visual presentation• HD video shoot in the laboratory premises (1 day)• Background voice recording in English language (renowned voice artist from industry, studio etc.)• Computer Graphics• Special Effects• Photo Animations• Editing the shoot• Titles.• Final Editing and composition of video presentation.

Annexure - IV

(Financial Bid)

FINANCIAL BID FOR creation of Audio visual Presentation for a short film (7 to 8 minutes) for office of Central Drugs Testing Laboratory – Mumbai, ZONAL FDA BHAWAN, GMSD COMPOUND, BELLASIS ROAD, MUMBAI CENTRAL, MUMBAI – 400 008.

With reference to CDTL – Mumbai letter No. : _____ dated _____ Regarding tender for supply and installation of _____, I /we quote the rate, inclusive of supply / installation/ freight etc. as under : -

Sr. No.	Item Name	Specification	Amount (₹)
1.	Creation of Audio visual Presentation for a short film (7 to 8 minutes) for office of Central Drugs Testing Laboratory – Mumbai	As per Annexure-III	
2.	Taxes, if any		
3.	Grand Total		