



THE POLICE ACCOUNTABILITY COMMISSION, TRIPURA

(CONSTITUTED UNDER THE TRIPURA POLICE ACT, 2007.)

SHYAMALIBAZAR, P.O- KUNJABAN-799 006, AGARTALA, WEST TRIPURA.

No. F.1 (59)/PAC/Estt/2015/_____

Dated, the 12th March, 2015.

SHORT NOTICE INVITING QUOTATION

Short Notice Quotation in sealed cover is hereby invited on behalf of the Police Accountability Commission, Tripura from resourceful experienced reliable Audio Visual Film Production firms for production of Audio Visual Film as follows :-

Name of work	Specification	Quantity
Production of an Audio Visual Film on Awareness about Police reforms and improvement of police-public relation to combat crimes in Bengali alongwith sub-titles in English.	Duration of the film will be 20(twenty) minutes. Other specifications as per the terms and conditions of Short Notice Inviting Quotation.	One film with 10 (ten) copies in best quality DVD. Quantity may be increased or decreased.

Detailed documents of the Short Notice Inviting Quotation may be obtained from the office of Police Accountability Commission, Kunjaban Township Government Quarters No. Type-VI/14, Shyamalibazar, Agartala PIN-799006 from 1100 hours to 1600 hours on office days and also may be downloaded from the website www.tpac.nic.in at free of cost. Last date of receiving sealed Quotation by hand/by post/by courier service is **1500 hours on 17th March, 2015.**

The Short Notice Quotation will remain valid up to 1 (One) year. The Commission reserves the right to extend the rate for one year to the approved firm on the basis of satisfactory performance and execution of work order in time and in terms of quality.

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Tele. No. (0381) 235-0056/ 235-0083 (O)/ Fax: (0381) 235-0083/ Chairperson (0381) 235-0125 (O), 233-2857(R)



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TERMS AND CONDITIONS

1. Quotations will be received by Speed Post / Registered Post / Courier service or through receipt and dispatch Section of PAC in sealed covers addressed to Secretary, Police Accountability Commission, Tripura, Agartala **up to 1500 hours of 17th March, 2015**. Quotation received after the aforesaid date and time shall be rejected. The Commission shall not remain responsible for any postal delay. The tenderers are requested to provide detailed address along with phone/mobile number for communication.
2. On the top left side of the sealed quotation, enquiry number/date, due date of receipt of quotation and address of tenderer should be mentioned. The quotations are likely to be opened on **17th March, 2015 at 1600 hours**, if possible. The tenderers or their representative may remain present at the time of opening of the quotations.
3. The interested bidders shall submit the bids in two parts, viz. **“Technical Bid”** and **“Financial Bid”** and two bids should be put in two separate sealed envelopes, indicating on the cover as “Technical Bid” or “Financial Bid”. These two envelopes shall, thereafter, be placed in a large size sealed cover envelopes superscribed in bold letter **“QUOTATION FOR PREPARATION OF AUDIO VIDEO FILMS TECHNICAL & FINANCIAL BID”** and the same be addressed to the Secretary, Police Accountability Commission, Tripura, Kunjaban Township Govt. Quarters No. Type-VI/14, Shyamalibazar, Agartala, PIN-799006. The “Technical Bid” shall contain all details regarding the item offered by the bidder, compliance of terms and conditions, submission of documents, specification etc.(Except the rate offered). The “Financial Bid” shall contain only the rate offered by the bidder. While processing the bids, the technical bids will be opened first and the eligible bidders meeting requirement, will be short-listed. Thereafter, financial bids of the short-listed bidders will be opened for consideration.
4. Name of the item with specification and name of producer, quoted by the quotationer is to be furnished in “Technical Bid”. The detail specification of the item is as under:-

Name of work	Specification	Quantity
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5. In the Technical Bid, sample copy of earlier copy of AV Films/Audio Visual spot by the agencies shall be attached (Agency name needs to be displayed in the sample) or earlier Work Order for preparation of AV film/Audio Visual spot making along with proof of payment.
6. The film will be developed in Bengali followed by sub-titles in English. The firm should have ability to do the same and declaration should be submitted in the technical bid in this regards.
7. Based on draft script of AV spot sample submitted with the technical bid of successful bidder, final film will be prepared on story based script, which will be available in the PAC, Tripura.
8. The recording should be done through professional three CCD Camera/CMOS Camera high solution pictures to be ensured as per the required telecast quality of Doordarshan esthetic quality of the entire production to be maintained. Background voice should be maintained good quality & pronunciation to be perfect in nature. Editing should be of good quality. If quality of performance (poor audio quality noisy video defocused picture, poor performance of the artists, poor editing, imperfect pronunciation etc) does not satisfy the authority, the work will be rejected without showing any reason.
9. The production of Audio Visual film must be completed within 7(seven) days from the date of finalization of tender, if the draft rush film of the incident is accepted by the Commission, the final copies of the Film should be submitted within 15 (fifteen) days from the issue of Work order. A penalty @ 1% on the total value shall be charged for each week or part of week delay beyond the stipulated date of supply. However, relaxation will be entertained only in special circumstances such as natural calamities, war or any other situation beyond human control. An authorized service provider of the supplier should be present during execution of supply order at store. Supply will be done to the PAC, Tripura, Agartala.
10. The Short Notice Quotation shall remain valid for one year from the date of finalization of SNIQ.
11. Income Tax / other tax shall be deducted from the bill as per guidelines of the Government, if applicable.
12. The Commission will not consider any enhancement of rate within validity period of contract except imposition of any levy or increase in existing levy. Such request will lead to cancellation of order.

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13. Payment to successful tenderer shall be made on bill basis only after completion of work ordered for. No advance payment shall be made under any circumstances.
14. The rate should be typed and quoted both in figure and words clearly in Indian currency. Rate is to be quoted for production of Audio Visual Film (20 minute duration on the incident alongwith sub-title in English. No overwriting should be accepted. The rate of both CST & VAT, if any, should be mentioned separately and clearly in financial bid in Indian currency only.
15. Price quoted should be met F.O.R door delivery to PAC Complex, Agartala.
16. The following self-certified / self-attested documents should be submitted alongwith the technical bid :-
 - a) Upto date Tax clearance certificate (TCC) and PAN Number,
 - b) Upto date valid trade licence,
 - c) Quality assurance certificate or any other approved standard of the producer.
 - d) Proof of experience in production of AV film (i.e. experience certificate/earlier order/sample for preparation of AV spot/film).
17. The bidder shall provide bank deposit at call having validity to cover the period of tender from any Nationalized Bank for an amount of Rs. 10,000/- (Rupees ten thousand) only as earnest money alongwith quotation (Technical bid) in favour of Secretary, Police Accountability Commission Tripura. This amount shall be released after validity period of Short Notice Inviting Quotation in case of successful bidders and that unsuccessful bidders will be released after finalization of quotation.
18. Any default or breach of contract and non-execution of work order shall lead to forfeiture of earnest money/security deposit of the successful quotationer beside to such action as may be considered appropriate by the Commission including black-listing / delisting the tenderer for future purpose.
19. If any AV Film supplied is found to be not of standard quality, the same should be taken back and replaced by fresh supply at own cost of supplier.
20. The Commission reserves the right to accept or reject any quotation without assigning any reason thereof and quotation may be accepted or rejected in part or in whole.

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21. In case of legal dispute, the jurisdiction will be the Tripura High Court, Agartala.
22. The Commission reserves the right to unilaterally terminate the contract or cancel the acceptance of the rate and firm at any time without notice before expiry of the period for which rate is now invited.

S/d-12-03-15

(U. Majumder)

Secretary

Police Accountability Commission
Tripura, Agartala.

Copy to:-

1. The P.S. to the Chairperson, PAC, Tripura for kind information of the Hon'ble Chairperson.
2. The Informatics Officer, NIC, Secretariat Complex, Agartala for information. He is requested to upload in the website of the Police Accountability Commission, Tripura – www/tpac.nic.in. for general information.
3. Notice Board of the Police Accountability Commission, Tripura.

S/d-12-03-15

Secretary

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