

**INVITATION FOR QUOTATIONS FOR FILMING THE ASSAM INLAND WATER
TRANSPORT- HISTORY, TRANSITION AND ITS FUTURE**

RFQ No.: AIWTDS/103/2018/238

To

Dear Sirs,

Sub : INVITATION FOR QUOTATIONS FOR FILMING THE ASSAM INLAND WATER TRANSPORT- HISTORY, TRANSITION AND ITS FUTURE

1. You are invited to submit your most competitive quotation for the following activity:-
Brief Description of the services: Filming the Assam Inland Water Transport- History, Transition and its future
2. Government of India has applied for financing from the World Bank equivalent to US\$ 88 Million towards the cost of the Assam Inland Water Transport (AIWT) Project and intends to apply part of the proceeds of this credit to eligible payments under the contract for which this invitation for quotations is issued.
3. The AIWT Project in Assam state is being implemented by Assam Inland Water Transport Development Society (AIWTDS), which is an autonomous society registered under the Societies Registration Act.
4. To assist you in the preparation of your quotation, we are enclosing the following :
 - i. Instructions to Bidders (in two sections).
 - ii. Terms of Reference and Scope of works
 - iii. Draft Contract Agreement format which will be used for finalizing the agreement for this Contract.
5. You are requested to provide your offer latest by 1400 hrs (IST) on 3rd February' 2020.
6. Quotations will be opened in the presence of Bidders or their representatives who choose to attend at 1600 hrs (IST) on 3rd February' 2020 in the office of AIWTDS.
7. We look forward to receiving your quotations and thank you for your interest in this project.

*Pabitra Ram Khaund
Additional State Project Director
Assam Inland Water Transport Development Society
DIWT Office, Ulubari, Guwahati
Email: dir.iwtds-as@gov.in*

Instructions to Bidders

SECTION - A

1. Scope of services

The Assam Inland Water Transport Development Society (AIWTDS) (Employer) invites quotations for the services as mentioned below

Brief Description of the service: Filming the Assam Inland Water Transport- History, Transition and its future

The successful bidder will be expected to complete the services as specified in Section C: Terms of Reference, Clause 6 – Deliverable schedule.

2. Qualification of the bidder: The bidder shall provide qualification information which shall include:-

- a) Incorporation/ Partnership deed or Firm Registration copies in case of companies or partnership firm and copies of PAN, Trade License, valid GST registration certificate etc.
- b) Average annual turnover from Film making services during the last 3 preceding financial years i.e 2016-17, 2017-18 & 2018-19 should not be less than Rs. 16 (Sixteen) lakhs . Copies of Income Tax return & certified copies of accounts may be submitted.
- c) Details of any litigation, current or during the last 3 financial years in which the bidder is involved, the parties concerned, and disputed amount in each case ;
- d) The firm should have similar production experience of atleast 2(two) nos. of 15 minutes length or 3(three) nos. of 10 minutes length in last 5(five) years in Govt./Semi Govt./Corporate sector. Copies of Completion Certificate or Work Order along with payment proof to be submitted. A CD of the work or a link to youtube of the said work to be provided.
- e) If the firm doesn't have the mentioned eligibility at 2(d), credentials of individual film maker/directors who are part of firm shall be considered against their eligibility criteria.
For this purpose, "Similar production" either means "Feature Film", "Documentary" or "Docu Feature Film" making.
- f) In case of a tie between two quoted price , preference shall be given to the bidder who has won Awards and Accolades at National/ State level.

3. The bidder should also provide the following:-

- a) Team composition and qualification of team members should be submitted along with the quotation.
- b) Approach & Methodology: To be submitted along with the quotation

the Concept note (within 1000 words) or plan of action for this assignment.

4. **Bid Price**

- a) The bid price shall be for the whole of services as mentioned in the Terms of reference and Quotation. Corrections, if any, shall be made by crossing out, initialing, dating and re writing.
- b) All duties, taxes, charges and other levies payable by the bidder under the contract shall be included in the total price.
- c) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- d) The rates should be quoted in Indian Rupees only.

5. **Submission of Quotations**

- 5.1 The bidder is advised to visit the site of works at his own expense and obtain all information that may be necessary for preparing the quotation.
- 5.2 Each bidder shall submit only one quotation. Bidders shall not contact other Bidders on matters relating to this quotation.
- 5.3 The quotation submitted by the bidder shall comprise the following :-
 - (a) Quotation in the format given in **Section B**.
 - (b) Signed Terms of Reference given in **Section C**;
 - (c) Documents under clause no 2 & 3.
 - (d) Awards & accolades won at National/ State level, if any.
- 5.4 This e-Procurement notice includes the terms and conditions applicable to submission of quotations; criteria for qualification, evaluation, and for award of supply order(s); and relevant forms to be filled by the bidders. The e-Procurement notice including the terms and conditions etc. can be downloaded free of cost by logging on to the website www.iwtdirectorate.assam.gov.in or www.aiwtdsociety.in.
- 5.5 For submission of Quotation, the Bidder is required to have Digital Signature Certificate (DSC) from one of the Certifying Authorities authorized by Government of India/ Government of Assam for issuing DSC.
- 5.6 Bidders who have not obtained the user ID and password for participating in e-procurement in this Project, may obtain the same from the website:
<https://assamtenders.gov.in>
- 5.7 Quotations shall be submitted on <https://assamtenders.gov.in> on or before 1400 hours (IST) on 3rd February 2020. Any quotation or modifications to quotation received outside e- procurement system will not be considered. The electronic bidding system would not allow late submission of quotations. The Quotations will be opened online on 3rd February 2020 at 1600 hours (IST), this can also be viewed by the bidders online. The electronic summary of quotation opening will be generated and uploaded online.

6. **Validity of Quotation**

Quotation shall remain valid for a period not less than 120 days after the deadline date specified for submission.

7. **Opening of Quotations**

Quotations will be opened in the presence of bidders or their representatives who choose to attend on the date and time and at the place specified in the letter of invitation.

8. Information relating to evaluation of quotations and recommendations for the award of contract shall not be disclosed to bidders or any other persons not officially concerned with the process until the award to the successful bidder is announced.

9. **Evaluation of Quotations**

The Employer will evaluate and compare the quotations determined to be substantially responsive i.e. which

- (a) meet the qualification criteria specified in clause 2 & 3 above;
- (b) are properly signed ; and
- (c) conform to the terms of reference, without deviations.

10. **Award of contract**

The Employer will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price and who meets the specified qualification criteria.

10.1 Notwithstanding the above, the Employer reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.

10.2 The bidder whose bid is accepted will be notified of the award of contract by the Employer prior to expiration of the quotation validity period.

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SECTION - B

- 1. Qualification Information**
- 2. Format for Submission of Quotation.**

QUALIFICATION INFORMATION

1 For Individual Bidders

Principal place of business: _____

Power of attorney of signatory of Quotation.
(Attach copy)

Total value of Film making 20 _____
And production of Film/ documentary 20 _____
performed in the last three years (in Rs. Lakhs) 20 _____

As Film making & production Film/ Documentary works of a similar nature over the last three years in the bidder's firm name.

<u>Project Name</u>	<u>Name of Employer</u>	<u>Description of service</u>	<u>Contract No.</u>	<u>Value of contract (Rs.Lakhs)</u>	<u>Date of issue of work order</u>	<u>Stipulated period of completion</u>	<u>Actual date of completion</u>	<u>Remarks explaining reasons for delay and service completed</u>
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Existing commitments and on-going services:

<u>Description of service</u>	<u>Place & State</u>	<u>Contract No. & Date</u>	<u>Value of Contract (Rs. Lakh)</u>	<u>Stipulated period of completion</u>	<u>Value of services* remaining to be completed (Rs. Lakhs)</u>	<u>Anticipated date of completion</u>
(1)	(2)	(3)	(4)	(5)	(6)	(7)

* Enclose a certificate from Client concerned.

Proposed subcontracts and firms involved.

Sections of the services	Value of Sub-contract	Sub-contractor (name & address)	Experience in similar service
*	*	*	*
	*	*	
*	*	*	*
	*	*	
*	*	*	*
	*	*	

Evidence of access to financial resources to meet the requirements of working capital: cash in hand, lines of credit, etc. List them below and attach copies of support documents.

Name, address, and telephone, telex, and fax numbers of the Bidders' bankers who may provide references if contacted by the Employer.

Information on litigation history in which the Bidder is involved.

Other party(ies)	Employer	Cause of dispute	Amount involved	Remarks showing present status
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QUOTATION

Description of the services: Filming the Assam Inland Water Transport- History, Transition and its future

To :

Subject : Quotation for Filming the Assam Inland Water Transport- History, Transition and its future

Reference : Quotation No.....dated.....from.....

Sir,

We offer to execute the services for the project as described in your RFQ referred to above in accordance with the Conditions of Contract enclosed therewith at quoted rate, inclusive of all taxes as follows –

Sl. No.	Item Description	Quantity	Units	Estimated Rate in Rs.	Quoted Rate with taxes in Rs.	Total amount with taxes in Rs.
1	Filming the Assam Inland Water Transport- History, Transition and its future	1	Nos.	20,00,000.00 (Rupees Twenty Lakhs) only		

This quotation and your written acceptance of it shall constitute a binding contract between us. We understand that you are not bound to accept the lowest or any quotation you receive.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery or collusive arrangements with the competitors.

We hereby confirm that this quotation is valid for 120 days as required in Clause 6 of the Instructions to Bidders.

We have not been debarred/removed from approved lists/(dealings suspended) by the Central/State Governments or by the World Bank.

Yours faithfully,

Authorized Signature : Date: _____

Name & Title of Signatory : _____

Name of Bidder : _____

Address : _____

** To be filled in by the Bidder, together with his particulars and date of submission at the bottom of this Form.

SECTION - C

1. Terms of Reference

Proposal for Filming the Assam Inland Water Transport- History, Transition & its Future

1. Introduction

The Government of Assam plans to transform the quality of inland water transport services and integrate high quality passenger and vehicle ferry services into Assam's wider transport network.

The Government of Assam (GoA) has received funding from the World Bank to support the Assam Inland Water Transport Project (AIWTP). The project has led to the establishment of an Assam Inland Water Transport Development Society (AIWTDS), under the existing Directorate of Inland Water Transport Assam, to implement the project.

The AIWTDS intends to apply part of the proceeds for filming the Assam Inland Water Transport- History, transition & its future.

The Project Development Objective (PDO) is

To improve passenger ferry infrastructure and services in Assam

To improve the institutional capacity and framework

The project is focused on improving ferrying of cross-river passengers and seeks to use the opportunity to establish a tenable foundation for development of a modern IWT sector in Assam.

The Government of Assam also plans to create a more supportive institutional framework to facilitate implementation of this project. Sector administration and regulation will be the responsibility of a specialized Regulatory Authority. Ferry and Terminal enterprise activities will be separated and vested in two new companies established under the Companies Act (2013) and operated at arm's length from government.

The Project will focus on Institutional and safety strengthening while providing investment financing for better and safer ferry operations, and seeks to use the opportunity to establish a tenable foundation for development of a modern IWT sector in Assam. It is guided by a binding philosophy that admits wider, and even incremental interventions as long as they contribute to strengthening institutions and planning; operational

efficiency and safety; and importantly sustainability.

The 'JIBONDINGA' scheme is under process to provide incentives to registered boat owners and micro entrepreneurs which will enable them to provide safe, secure and sustainable ferry service operations in Assam and become part of the overall IWT landscape of the State.

This scheme also aims at gender empowerment by providing training and employment opportunities to budding women entrepreneurs in this sector.

The scheme also envisages generation of direct and indirect employment, development of skill set and competence through capacity building and expansion of the regulatory base to ensure compliance.

2. Need for Evidence Based Good Practice Filming and Knowledge Sharing

Assam, being riverine offers immense scope for development of IWT, which until recently had been neglected in the scheme of transport planning, fund allocation and policy priority. With renewed interest in this sector, a documentary will be used as a tool to raise public awareness of the GoA's effort on development of IWT sector, in order to strengthen their partnerships, and bring about knowledge sharing and reapplication of experience. The documentary will also be used as an advocacy tool for promoting sustainable IWT transit and economic activities, including trade and commerce through IWT in Assam.

So, services are invited to produce a documentary film that captures the a) historical journey of the inland water transport in Assam, b) challenges that persist in ferry services and water navigation systems in the state, c) reliance of the rural and urban community on these systems, and d) potential impact of the World Bank project in Assam, which will be enumerated through historical evidence and empirical data, interviews with field experts and by highlighting stories of beneficiaries across the entire spectrum of the project.

3. Objectives

The objective of the film is to provide a historical timeline of the Assam IWT sector and its visionary future; together with capturing its intrinsic value in the lives of the inhabitants from remote rural settings to commercial centres of Assam.

This documentary film will attempt to capture the stories of rural and urban communities who are socially and economically dependent on inland water transport for accessibility and transportation at low-cost. The film will begin by tracing the history and development of the IWT which flourished from 1840s to 1950s, due to increasing trade and growth of the tea industry in Assam. The film

will also highlight the challenges associated with the use of poorly equipped IWT fleets and services, including navigational difficulties in the river Brahmaputra. To conclude, the film will showcase the IWT's future direction in transformation of the quality of its services and its integration into Assam's wider transport system with special focus on the development envisages in the WB financed Assam IWT project.

The documentary will be developed as a tool for (a) advocacy and awareness generation on IWT and its potential impact on the beneficiaries; (b) peer learning and exchange of knowledge;(c) leveraging network of knowledge institutes/think tanks and partnership development; and (d) to serve as inspirational and motivational material for capacity building.

4. Detailed Scope of Work

The detailed scope of services of the filmmaker would be as follows:

Duration of the Film: The duration of the documentary film will be 20 minutes. At each stage, the film maker will be guided by the AIWTDS in developing the script, accessing locations, shortlisting and contacting the experts/interviews and in finalising the film.

Language of the Product: The film maker is to develop the documentary and the script in English and Assamese language. Final documentary shall have voice-overs and/or subtitles in relevant language.

Short version: A five minute short version of the documentary is also required to be prepared in English and Assamese. A 60 seconds short version required for advertisement campaign in electronic & social media.

Secondary Research & Action Plan: The Film maker is expected to submit a detailed Action Plan indicating the structure of intended approach taken, technical deployment required, assistance sought etc. The Plan should be adhered to and modified based on the findings, once approved by AIWTDS.

Script Development & Videography pre-production, production and post production:

- *Research:* The Film maker will make field visit and carry out research to develop the stories for full version & shorter versions.
- *Detailed Plan of field visit:* The film maker shall prepare a plan for field visit of the Project Area, in consultation with AIWTDS. The plan should include the places of field visit, technical deployment, requisite permissions and assistance sought from AIWTDS.
- *Equipment:* The film maker shall arrange for all necessary equipment and gadgets for uninterrupted video documentation schedule

- *Script Development*: The film maker shall develop script for above stated subject in English & Assamese that is based on the research and agreed story. The documentary shall include (a) interviews with major stakeholders; (b) relevant statistics and graphics; (c) human interest stories of beneficiaries and (d) the future of Assam IWT sector.
- *Music, Voiceover*: Background music, graphics, animations, titles, sub-titles,
- *Finalization of Video Documentation*: AIWTDS shall finalize the documentary content after due review of the submitted film. The film maker shall incorporate all suggestions, alterations and comments given by AIWTDS, within the timeline as a part of the assignment.
- The “output” should be “Full HD with Stereo Sound”.
- The “shooting format” should be “Digital”(4K).

5. Dissemination

Several methods of dissemination will be used; a) short version of the documentary for setting the context, b) uploading the film and the short version onto the websites of AIWTDS and on to YouTube, c) distribution of film to all the relevant stakeholders d) in seminars and workshops organised by AIWTDS, etc. Additional methods for dissemination will be used as appropriate.

6. Deliverables and Timeline

Table 1: Deliverables and Timeline

Deliverables	Timeline
Detailed Story line	Contract signing + 4 weeks
Storyboard and script for the documentary film	Contract signing + 8 weeks
Action Plan and Schedule of shoot with structure of intended approach taken, technical deployment required, assistance sought.	Contract signing + 8 weeks
Draft documentary and short version at the end of the field mission and incorporation of comments	Contract signing + 14 weeks
Final Documentary AV’s film which is not more than 20 minutes duration, 5 minutes duration, and 60 second duration with thumbnails to be uploaded on YouTube (H264 version of the files. A web HD format for YouTube).	Contract signing + 18 weeks
Two master copies of the documentary	Contract signing + 20 weeks

(English and Assamese) and short version in a High Version of Master videos (4K) both English and Assamese language. Original shooting footage.	
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Table 2: Work Plan

Activities \ Months	1	2	3	4	5
Detailed Story line					
Storyboard and script for the documentary film					
Action Plan and Schedule of shoot					
Draft documentary and short version at the end of the field mission and incorporation of comments					
Final Documentary AV's film which is not more than 20 minutes duration, 5 minutes duration and 60 seconds duration with thumbnails to be uploaded on You tube (H264 version of the files. A web HD format for YouTube).					
Two master copies of the documentary (English and Assamese) and short version in a High Version of Master videos (4K) both English and Assamese language. Original shooting footage.					

All the films to be submitted to the client are to be supplied in 3 copies.

Section – D

DRAFT CONTRACT FOR SERVICES

**LUMP-SUM PAYMENTS
(IBRD/IDA FINANCED)**

CONTRACT

THIS CONTRACT (“Contract”) is entered into this *[insert starting date of assignment]*, by and between *Assam Inland Water Transport Development Society (AIWTDS)* (“the Client”) having its principal place of business at *Third Floor - DIWT Office, Ulubari, Guwahati*, and *[insert Film maker’s name]* (“the Film maker”) having its principal office located at *[insert Film maker’s complete postal address¹]*.

WHEREAS, the Client wishes to have the Film maker perform the services hereinafter referred to,

and WHEREAS, the Film maker is willing to perform these services, NOW THEREFORE THE

PARTIES hereby agree as follows:

1. Services	<p>(i) The Film maker shall perform the services specified in Annex A, “Terms of Reference and Scope of Services,” which is made an integral part of this Contract (“the Services”).</p> <p>(ii) The Film maker shall provide the personnel listed in Annex B, “Film maker’s Personnel,” to perform the Services.</p> <p>(iii) The Film maker shall submit to the Client the reports in the form and within the time periods specified in Annex C, “Film maker’s Reporting Obligations.”</p>											
2. Term	The Film maker shall perform the Services during the period commencing <i>[insert starting date]</i> and continuing through <i>[insert completion date]</i> , or any other period as may be subsequently agreed by the parties in writing.											
3. Payment	<p>A. <u>Ceiling</u></p> <p>For Services rendered pursuant to Annex A, the Client shall pay the Film maker an amount not to exceed <i>[insert amount]</i>. This amount has been established based on the understanding that it includes all of the Film maker's costs and profits as well as any tax obligation that may be imposed on the Film maker.</p> <p>B. <u>Schedule of Payments</u></p> <p>The schedule of payments is specified below:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">SI</th> <th style="width: 60%;">Activity</th> <th style="width: 35%;">Payment</th> </tr> </thead> <tbody> <tr> <td></td> <td>Detailed Story line</td> <td>10 % of contract value</td> </tr> <tr> <td></td> <td>Storyboard and script for the documentary film</td> <td rowspan="2">10 % of contract value</td> </tr> <tr> <td></td> <td>Action Plan and Schedule of shoot with structure of intended approach taken, technical deployment required, assistance sought.</td> </tr> </tbody> </table>	SI	Activity	Payment		Detailed Story line	10 % of contract value		Storyboard and script for the documentary film	10 % of contract value		Action Plan and Schedule of shoot with structure of intended approach taken, technical deployment required, assistance sought.
SI	Activity	Payment										
	Detailed Story line	10 % of contract value										
	Storyboard and script for the documentary film	10 % of contract value										
	Action Plan and Schedule of shoot with structure of intended approach taken, technical deployment required, assistance sought.											

		Draft documentary and short version at the end of the field mission and incorporation of comments	30 % of contract value	
		Final Documentary AV's film which is not more than 20 minutes duration, 5 minutes duration and 60 seconds duration with thumbnails to be uploaded on You tube .	25 % of contract value	
		Two master copies of the documentary (English and Assamese) and short version in a High Version of Master videos (4K) both English and Assamese language. Original shooting footage.	25 % of contract value	
		<p>C. <u>Payment Conditions</u></p> <p>Payment shall be made in Indian Rupees (<i>INR</i>), no later than 60 days following acceptance of deliverables by client and submission by the Film maker of invoices in duplicate to the Coordinator designated in paragraph 4.</p> <p>Payments shall be made to Film maker's bank account [<i>insert banking details</i>]</p>		
4. Project Administration	A.	<p><u>Coordinator.</u></p> <p>The Client designates Mr./Ms. [<i>insert name</i>] as Client's Coordinator; the Coordinator will be responsible for the coordination of activities under this Contract, for acceptance and approval of the reports and of other deliverables by the Client and for receiving and approving invoices for the payment.</p>		
5. Performance Standards		The Film maker undertakes to perform the Services with the highest standards of professional and ethical competence and integrity.		
6. Inspections and Auditing		The Film maker shall permit, the Bank and/or persons or auditors appointed by the Bank to inspect and/or audit its accounts and records and other documents relating to the submission of the Proposal to provide the Services and performance of the Contract. Any failure to comply with this obligation may constitute a prohibited practice subject to contract termination and/or the imposition of sanctions by the Bank (including without limitation s determination of ineligibility) in accordance with prevailing Bank's sanctions procedures.		
7. Confidentiality		The Film makers shall not, during the term of this Contract and within two years after its expiration, disclose any proprietary or confidential information relating to the Services, this Contract or the Client's business or operations without the prior written consent of the Client.		
8. Ownership of Material		Any studies reports or other material, graphic, software or otherwise, prepared by the Film maker for the Client under the Contract shall belong to and remain the property of the Client. The Film maker may retain a copy of such documents and software.		
9. Film maker Not to be Engaged in		The Film maker agrees that, during the term of this Contract and after its termination, the Film makers and any entity affiliated with the Film maker, shall be disqualified		

Certain Activities	from providing goods, works or services (other than consulting services that would not give rise to a conflict of interest) resulting from or closely related to the Consulting Services for the preparation or implementation of the Project.
10. Insurance	The Film maker will be responsible for taking out any appropriate insurance coverage.
11. Assignment	The Film maker shall not assign this Contract or sub-contract any portion of it without the Client's prior written consent.
12. Law Governing Contract and Language	The Contract shall be governed by the laws of Republic of India , and the language of the Contract shall be English.
13. Dispute Resolution	Any dispute arising out of the Contract, which cannot be amicably settled between the parties, shall be referred to adjudication/arbitration in accordance with the laws of the Client's country.
14. Corrupt and Fraudulent Practices	The World Bank requires compliance with its policy in regard to corrupt and fraudulent practices as set forth in Procurement Guidelines. In further pursuance of this policy, Bidders shall permit and shall cause its agents (whether declared or not), sub-contractors, sub-film makers, service providers, or suppliers and any personnel thereof, to permit the Bank to inspect all accounts, records and other documents relating to any prequalification process, bid submission, and contract performance (in the case of award), and to have them audited by auditors appointed by the Bank.
15. Termination	<p>The Client may terminate this Contract with at least ten (10) working days prior written notice to the Film maker after the occurrence of any of the events specified in paragraphs (a) through (d) of this Clause:</p> <p>(a) If the Film maker does not remedy a failure in the performance of its obligations under the Contract within seven (7) working days after being notified, or within any further period as the Client may have subsequently approved in writing;</p> <p>(b) If the Film maker becomes insolvent or bankrupt;</p> <p>(c) If the Film maker, in the judgment of the Client or the Bank, has engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices (as defined in the prevailing Bank's sanctions procedures) in competing for or in performing the Contract.</p> <p>(d) If the Client, in its sole discretion and for any reason whatsoever, decides to terminate this Contract.</p>

FOR THE CLIENT

Signed by _____

Title: _____

FOR THE FILM MAKER

Signed by _____

Title: _____

LIST OF ANNEXES

Annex A: Terms of Reference and Scope of Services

Annex B: Film maker's Personnel