**Jammu and Kashmir e-Governance Agency**
**Civil Secretariat, Jammu**
**********

**Subject: Making of Documentary Film of the duration 5-10 minutes.**
**Notification No: 12 -JaKeGA of 20201**
**DATED 07 -04-2021.**

Jammu and Kashmir e-Governance Agency (JaKeGA) invites dasti quotations, for making of documentary film for the duration of 5-10 minutes in which the achievements of work/projects under JaKeGA will be highlighted, from eligible advertisement agencies or documentary film makers which should reach to the office of the CEO, JaKeGA by or before 15th of April 2021 up to 3.00pm. The quotations should be addressed to the Chief Executive Officer, JaKeGA along with the Bid Security Declaration against security deposit as per the format annexure -A. The quotation shall be opened on 15th of April, 2021 at 3.30pm in the office of Chief Executive Officer, JaKeGA, Civil Secretariat, Jammu. The details of the work are as under:

| S. No | Activity |
|---|---|
| 1 | Research and Script |
| 2 | Creative Direction |
| 3 | Camera equipment with camera Team |
| 4 | Lights |
| 5 | Sound Recording |
| 6 | Voice Over |
| 7 | Background music |
| 8 | Non liner Editing |
| 9 | Graphics etc. |
| 10 | Any other item required for the same |

**Terms & Conditions;**

1. The bidder should be registered advertisement agencies or documentary film makers and the proof of the same should be enclosed with the tender document.
2. Bidder to submit valid copy of PAN card and GST registration Certificate.
3. The offers containing erasures or alterations will not be considered. There should be no hand-written material, corrections or alterations in the offer.
4. The offer must be made in Indian Rupees only which shall include all taxes and transportation/carriage etc.
5. Quotations to be submitted in one sealed envelope i.e required documents and financial bid as per annexure-B.
6. The documentary film shall be completed within 05 days after the work order is being placed.
7. The payments shall be made to the successful bidder only after successful delivery and acceptance of the documentary film by the authorities.
8. Incomplete tenders without required documents shall be out rightly rejected.
9. Interested bidders can seek further details from JaKeGA website i.e. jakega.jk.gov.in website under notification section.

**Project Manager**
**J&K e-Government Agency**
**Information Technology Dept.**
Dated 07.04.2021

No. JaKeGA-Tech/6/2021
Copy to the:

1. CEO, JaKeGA for information.
2. Director Information, J&K, with the request to get same published in local dailies.
3. FA/CAO-ITD/Treasurer, JaKeGA for information.
4. Manager-Finance, JaKeGA for information.
5. In charge website JaKeGA, to upload the same
6. Office file

## Bid Securing Declaration Form

(Company letter head)

To
Chief Executive Officer
JaKeGA,
Civil Secretariat, Jammu/Srinagar.

Ref: Making of Documentary Film of the duration 5-10 minutes issued vide Notification No _____ Dated _____

In response to the Notification No.: _____ for Making of Documentary Film of the duration 5-10 minutes, as an owner/ partner/ Director of (organization name) I/ We hereby declare that:

I/We understand that bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with JaKeGA for a period of three years from the date of notification, if I am /We are in a breach of any obligation under the bid conditions, because I/We

a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity or its extended period, if any; or
b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity
c) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Bank Guarantee, in accordance with the Instructions to Bidders.
d) If the bidder is found indulging in any corrupt, fraudulent or other malpractice in respect of the bid; or
e) If there is a discrepancy between words and figures quoted by the bidder and the bidder does not accept that the amount in words prevails over amount in figure.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown)

in the capacity of (insert legal capacity of person signing the Bid Securing Declaration)

Name: (insert complete name of person signing he Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of (insert complete name of Bidder) Dated on _____ day of _____(insert date of signing)

Seal (where appropriate)

## Format for Financial Bid

To Chief Executive Officer
JaKeGA,
Civil Secretariat, Jammu/Srinagar.

Ref: Making of Documentary Film of the duration 5-10 minutes issued vide Notification No _____ dated

Having examined the Notification No _____ dated_____, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to execute the said project and to meet such requirements and provide such services as are set out in the Notification No _____ dated _____. The detailed breakup of our Financial Proposal is shown below:

| S. No | Activity | Basic Rate | GST Amount | Total Amount |
|---|---|---|---|---|
| 1. | Making of documentary film for the duration of 5-10 minutes in which the achievements of work/projects under JaKeGA will be highlighted. | | | |

(Rupees _____)

Note –

i. The rates quoted above are firm.
ii. The transaction charges quoted above include our fees towards production of a documentary film. This transaction charge is inclusive of the all taxes etc. Except quoted as above NO other charges whatsoever shall be levied.

We agree that you are not bound to accept the lowest or any Bid Response you may receive. We also agree that you reserve the right in absolute sense to reject all or any of the products/ services specified in the response without assigning any reason whatsoever. It is hereby confirmed that I/We are entitled to act on behalf of our agency and empowered to sign this document as well as such other documents which may be required in this connection.

Dated: (Signature) (In the capacity of) Duly authorized to sign the Bid Response for and on behalf of: (Name and address of Filmmaker) (Seal/Stamp)