



State Wetland Authority Kerala (SWAK)

'Devikripa', Pallimukku, Pettah P.O., Thiruvananthapuram-695024

Ph: +91471-2742264(Off); 0471-2742554(Dir. Env't & Climate Change)

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No.SWAK/A1/ 80 /2018

16 .03.2018

NAME OF WORK: DOCUMENTARY FILMS OF THREE RAMSAR SITES OF KERALA

TENDER NOTICE

Tender No. SWAK/T(1)/2018

Sealed competitive tenders are invited for the production of Documentary films of the three Ramsar sites of Kerala (1 each) .

The three Ramsar sites include

- 1) Vembanad-Kol wetlands
- 2) Ashtamudi Estuary
- 3) Sasthamkotta freshwater lake

The documentary film should cover

- All baseline information/features
- Problems/Issues
- Different aspects of the proposed MAP
- Restoration efforts already carried out etc
- Different stages/phases of interventions

The tenders in the specified form with the required documents shall be submitted in sealed cover super scribing "Production of Documentary films of the three Ramsar sites of Kerala" addressing to the 'The Member Secretary, State Wetland Authority Kerala (SWAK), Devikripa, Pallimukku, Pettah P.O., Thiruvananthapuram-695024 before 3PM on 21.03.2018. SWAK will make a short list from those who submit this tender to be considered for the production of Documentary films of the three Ramsar sites of Kerala. SWAK reserve the right to either accept or reject any or all the tenders without assigning any reasons.

The tenders will be opened at 4PM on 21.03.2018. Detailed information including the tender documents can be had from the office during office hours upto 5PM on working days.

Yours faithfully,

Padma Mahanti

Padma Mahanti, IFS
Member Secretary



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FORM FOR TENDER SUBMISSION

(To be filled by the Tenderer)

TENDER NOTICE

Tender No. SWAK/T(1)/2018 dated 16.03.2018

For the production of Scientific documentation films on the three Ramsar Sites of Kerala for State Wetland Authority Kerala (SWAK)

To

**The Member Secretary
State Wetland Authority Kerala
Devikripa, Kannammoola.P.O., Pettah
Thiruvananthapuram-695024**

Sir,

1. Having considered the above Tender enquiry, Schedule and Tender Conditions of Contract, I hereby offer to Produce the scientific documentation film related to three Ramsar Sites of Kerala described in the tender.
2. I hereby undertake to the production of scientific documentation film related to three Ramsar Sites of Kerala in accordance with the Contract Conditions.
3. I have signed in all the pages of the tender documents as a token of acceptance of the Tender specifications.
4. Attested true copies of the specified documents have been attached.

Date of Submission.....

**Signature
Name & Address of of Tenderer**



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TENDER SPECIFICATIONS

For Production of Scientific documentation film on the three Ramsar sites of Kerala

PART-I

INSTRUCTIONS TO TENDERERS

1. Tenderers should be submitted in sealed cover super scribed "Tender for production of Documentary films of the three Ramsar sites of Kerala" and should be addressed to the "The Member Secretary, State Wetland Authority Kerala (SWAK), Devikripa, Pallimukku, Pettah P.O., Thiruvananthapuram-695024"
2. The tender containing the covering letter, tender specifications, schedule, attested copies of the documents etc. should be enclosed in one cover and sealed
3. Last date for receipt of Sealed tender will be upto 3 PM (21.3.2018.). Tender received after the stipulated time will not be accepted/opened. The Directorate will not be responsible for any postal delay in this regard.
4. Earnest Money Deposit (EMD) is not insisted for this tender.
5. Tender specification can be obtained from office of The Member Secretary, State Wetland Authority Kerala (SWAK), Devikripa, Pallimukku, Pettah P.O., Thiruvananthapuram-695024 during office hours on working days or from the website www.envt.kerala.gov.in . Quoted rates should include all expenses that are required for the production of the documentary film. Alteration should not be made in the Tender form or schedule or Tender Conditions except to the extent of filling in the tender forms and schedules.
6. Tenders will be opened at 4PM on 21.03.2018 by the The Member Secretary, State Wetland Authority Kerala (SWAK), Devikripa, Pallimukku, Pettah P.O., Thiruvananthapuram-695024 , or his representative/designated officer(s) at the office in the presence of those bidders or their representatives that may be present at that time. The Bidders/ their representatives who are present at the time of opening of the bid should sign in a register.
7. If the tenderer has any doubt regarding any portion of the general conditions/special conditions of the contract, he should get clarification from SWAK (Ph.No: 0471 2742264).

PART –II
SECTION ‘A’
GENERAL CONDITIONS OF CONTRACT

General Terms and Conditions

1. The bidder should be an empanelled agency with PRD or other departments of Govt of Kerala.
2. All the assigned work should be finished and delivered as per time frame given by SWAK
3. The SWAK reserves the right to terminate any contract after serving seven days notice in writing to the contractor without assigning any reason thereof.
4. The tenders received through email or fax shall not be accepted under any circumstances.
5. For any copyright or patent rights issue, the individuals/firm would itself be responsible.
6. The amount quoted in tender should be on a fixed basis. Request for enhancement of contract rates shall not be considered under any circumstances.
7. In the tender all quotations or information originating from other sources and to which third parties may claim rights have to be clearly marked (including source publication with date and place, creator's name, number, full title etc.) in a way allowing easy identification.
8. The firm must have adequate size, structure, staffing, facilities and financial standing to provide comprehensive services related to development and execution of media campaigns.
9. The bidder should have capability and proven experience in developing and executing public awareness strategies / production of scientific documentary films as per government norms.
10. The selected bidder has to make an agreement with SWAK

Technical Terms and Conditions

1. The theme and concept will be provided by the SWAK
2. The script and Rough cut should be approved by SWAK before the production.
3. Before submission of the tender, bidders are required to make themselves fully conversant with the scope of the work, technical requirements and specifications etc. so that no ambiguity arises later on.
4. The Bidders should possess minimum outdoor shooting lighting equipments, high quality camera, lenses, Hele-cam for drone videos , Other special camera's lenses for beauty shots , Tracks , On spot audio recording device, Power Generator ,Backup generator , Reflectors , External Hard drives for back up , Flash Cards/Micro SD cards, Laptops
5. Prepare a draft script and finalize it in consultation with SWAK.
6. Develop a story board for the documentary prior to the filming and share with SWAK.
7. The tender price will be inclusive of all taxes and duties, transportation, loading, uploading etc. The bidder will be totally responsible for complying with all rules and requirements concerning all taxes and duties.
8. The final project output should be of telecast quality on national and private channels (in (.mpv, .avi,.mov format)
9. Total duration of documentation filming will be 3 to 4 years including the coverage of progress of the project.
10. The work include interim output videos of 2 or 3 phases covering 1) baseline information 2) Progress of the project 3) Final outputs of the project

Time Frame

- Script to be submitted within 15 days from the date of issuance of the Work Order.
- Rough cut to be submitted within 15 days after acceptance of the script.

- All final deliveries to be submitted with 4 months. The final copy of the documentary is expected with 40 days from the date of issuance of the work order.
- Ten DVD copies with specially designed and printed art cover and DVD stickers and in a pen drive also.

Specifications on Duration: Duration of the final copy of the documentary should be 20 minutes each.

Language: Malayalam and English.

Final Copy: The tentative final copies will be shown to the authorities for prior approval. Any Changes or corrections suggested therein will be fulfilled by the agency at no extra cost and a final output will have to be submitted within a week.

Copyright: SWAK will be the sole right holder, including intellectual and marketing rights, on the audio visual footages pertaining to the documentary.

PAYMENT PLAN		
Sr.	Milestone	Payment
1	Concept Finalization	10%
2	Shooting, Field Visits and Submission of Rush Cuts	40%
3	Submission of Final edited documentary with approved sub-titles	20%
4	Submission of Final version after incorporating all recommendations and suggestions by SWAK	30%