

**GOVERNMENT OF ARUNACHAL PRADESH**  
**DEPARTMENT OF INDIGENOUS AFFAIRS**  
**CHIMPU, ITANAGAR**

**Quotation Notice**

No. DIA/DIR-169 /2022.

Dated Itanagar 21<sup>st</sup> December 2022.

Sealed quotations are hereby invited from the local authorized firms for **Research & Documentation Audio/Video Evolution of Nyishi mythology**, under Department of Indigenous Affairs , Govt. of Arunachal Pradesh, Itanagar as per title and specification given:-

Sl. no	NAME OF THE WORK	DURATION OF WORKS	Total projects Cost
1	<b>C/o Research &amp; Documentation Audio/Video Evolution of Nyishi mythology</b>	<b>1 (One) Year May be extended Further.</b>	<b>100.00 Lakhs (Fund for CFY 2022-23 is 30.00 Lakhs)</b>

The sealed quotations along with the other terms and conditions can be obtained from the office of the Directorate of Indigenous Affairs, Chimpur, Itanagar, Arunachal Pradesh on every working day w.e.f **21.12.2022.**

Sealed quotations shall be received in the office of the Directorate of Indigenous Affairs Department, Chimpur, Itanagar, Arunachal Pradesh on every working day upto **1600 hrs**. The last date for receiving of the quotation will be **10.01.2023** upto **1200 hrs** and the same will be opened on the same day at **1530 hrs** by the committee / board for finalization of rate.

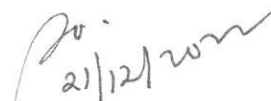
The envelope containing the quotation should be sealed and clearly super scribed with the words **as given above at Sl. No. 1** addressed to the office of the Directorate of Indigenous Affairs Chimpur, Itanagar, Arunachal Pradesh.

Sd/-  
**(A.K Singh) IAS**  
Secretary (DIA)  
Govt. of Arunachal Pradesh,  
Itanagar.

Memo. No. DIA/DIR-169/2022

Copy to:

1. The Secretary, DIA. Govt. of Arunachal Pradesh. Itanagar for information please.
2. The FAO, DIA, Govt. of Arunachal Pradesh. Itanagar for compliance please.
3. Notice Board.
4. Office copy

  
**(Sokhep Kri)**  
Director of Indigenous affairs  
Govt. of Arunachal Pradesh,  
Itanagar.

## Profile of the Firm

SL.NO	Particulars	Details
1	2	3
1	Name of firm/Venders/Individual	
2	Name of Proprietor/Individual	
3	Name of the Manager	
4	Address with PIN Code	
5	Mobile Number	
6	E-mail ID	
7	<b>Bank Details :</b>	
	a - Bank Name	
	b - Branch	
	c - Account Number	
	d - IFSC Code	
8	Aadhaar number (photo copy must be attached)	
9	GST Registration Certificate. (Photo Copy must be attached). If applicable	
10	Valid Trading license (photo copy must be attached ). If applicable.	

Signature:

Name:

Seal of the Firm:

### **TERMS AND CONDITION**

1. Quotations document duly completed in all respect should be submitted in one large envelope marked as **given above at Sl. No. 1**.
2. Sealed quotation should be addressed to Director, Department of Indigenous Affairs, Itanagar and drop in the Sealed Quotation Box kept in the office chamber of Dy. Director, Department of Indigenous Affairs, Chimpu, Itanagar, Arunachal Pradesh.
3. No separate receipt will be given on submission of the Quotation.
4. Production of Audio & Video document should be submitted to the DIA and Copyright should be with the Department of Indigenous Affairs after the completion of work.
5. Work progress report should be submitted quarterly to the Department of Indigenous Affairs.
6. All pages should be stamped and signed by the authorized persons.
7. All pages should be numbered.
8. All documents are legible (Clearly readable).
9. No quotation shall be entertained after 1200 hrs of **10.01.2023**.
10. The bidder shall deposit EMD @1% of the bidding amount in the form of DD/FD in favor of Director, Indigenous Affairs, Govt. of Arunachal Pradesh.
11. The selected firm shall submit performance security @3% of the bid amount in favor of Director, DIA in form of DD/FD having validity of at least 45 days from the completion of the project.
12. The performance Security shall be forfeited if the bidder fails to comply the terms and conditions stipulated in the bid.
13. The bidders shall have to submit the audited financial statements for the last 3 financial years in case of registered Society and submit bank statement of last 1 years in case of firm/trading license.
14. The bidders shall have to submit the Solvency Certificate from any scheduled bank.
15. Experience Certificate/Documentation like Photo shoot and Video clipping, Photograph from the bidder firm/Proprietor should be enclosed.
16. The scripts/ synopsis in written form should be enclosed.
17. **Sealed Envelope of Quotation should be contained the following documents :-**
  - a. Quotation documents with all pages signed and sealed by the Firm.
  - b. Copy of the Permanent Account Number (PAN) allotted by the Income Tax Department to the firm & individual both applying for the Quotation.
  - c. Copy of the Aadhaar Number.
  - d. Copy of Valid Trading license up to date.
  - e. Profile of the Firm as per Annexure "A".
  - f. GST Registration Certificate.
  - g. Work experienced certificate related to research.
  - h. The Firm's must fulfill entire qualification requirement as stated above. In case of non-fulfillment of any one of the qualification requirements by the Firm, the quotation of the particular Firm shall be rejected without any further notice..

**17. SCOPE OF WORKS :-**

- a. Extensive Research on **Research & Documentation Audio/Video Evolution of Nyishi mythology** should be undertaken during carryout above mentioned work.
- b. The draft Synopsis in written form should be enclosed on above mentioned research Topics during the submission of NIQ.
- c. Documentation should be in Audio / Video with HD Picture Quality.
- d. Duration of Movie should not be less than 60 Minutes.
- e. The script of the movie should be submitted along with the audio/ video form after completion of work.
- f. The quality of the Work should be as per satisfactory of the Director of Indigenous Affairs.

**18. PAYMENT TERMS :-**

- a. The sanctioned fund will be released by the department as per the proportionate progress of the work in 2 (two) installment of allocated fund provision during the year.

**19. TDS CLAUSE :-**

- a. At the time of payment TDS on GST and other Govt. levies applicable on bill as per Govt. instruction issued time to time shall be deducted.

**20. AWARDING OF WORK ORDER / OFFER LETTER.**

- a. The quotations will be evaluated on overall basis of requirement & experience of the firm/Individual.
- b. The Director, Department of Indigenous Affairs shall send the proceedings of the quotation action with their comments and recommendation to the Secretary, Department of Indigenous of Affairs for approval.

**12. OTHER CONDITIONS:-**

- a. Before submission of the quotation Firm/Individual are required to make themselves fully conversant with the scope of the work, technical requirements and specification etc. so that no ambiguity arises later on.
- b. Quotation is non transferable. Subletting the work or any part to any other firm /Individual is not allowed/ permissible. Conditional quotation of any type will not be accepted and rejected summarily.
- c. All entries in the quotation should be legible and filled clearly. Any over writing or cutting which is unavoidable shall signed by authorized signatory. Use of correction fluid anywhere in quotation is prohibited. In case use of correction fluid is noticed any where in quotation then such quotation shall be liable for rejection. All amounts shall be indicated both in words as well as in figures where there is difference between words and figures the amount quoted in words shall prevail.
- d. In case of any dispute, the decision of Government of Arunachal Pradesh will be deemed final & binding.
- e. The Director, Department of Indigenous Affairs reserves the right to reject any or all application without citing any reason.

13. The other conditions which are not specified here shall be as per GFR 2017.

### LIST DOCUMENT REQUIRED

**1. Sealed Enveloped of Quotation should be contained the following documents :-**

- a) Quotation documents with all pages signed and sealed by the Firm/ Individual.
- b) Copy of Permanent Account Number (PAN) allotted by Income Tax Department to the firm/Individual & individual both applying for the quotation.
- c) Copy of Aadhaar Number.
- d) Copy of Valid Trading License/Society Registration Certificate. If applicable.
- e) Profile of the Firm/Individual as per Annexure "A".
- f) GST Registration certificate.
- g) Work experience certificate related to research.
- h) Bank Solvency Certificate.
- i) Audited Financial Statement for Last 3 Years or bank statement of last 1 year for firms/Individual.
- j) EMD @1%.
- k) Performance Security @3%.

  
(Sokhep Kri)

Director of Indigenous affairs  
Govt. of Arunachal Pradesh,  
Itanagar

TENDER PAPER TO BE FILLED UP BY THE BIDDER (Applicant)**1. FOR MAKING FEATURE FILM:****COMPONENT (a):-**

Fees for Scripts writer :-.....

Fees for Cene script(Screen Play) writer:-.....

Fees for Director:-.....

Fees for Asstt. Director:-.....

Fees for Production Manager:-.....

**COMPONENT (b): HIRE CHARGES FOR SHOOTING TEAMS AND EQUIPMENTS:**

(Rate on per day/per shift basis)

Light Team and Equipments:-.....

Sound Team and Equipments:-.....

Camera Man :-.....

Asstt. Camera man :-.....

Main Camera man :-.....

Drone Camera :-.....

Makeup artists/Team :-.....

Costumes &amp; Dresses Team :-.....

Environment setting team :-.....

Junior Character Artists Team:-.....

Spot boy Fees :-.....

Editor charges :-.....

Main Actor Male Fees :-.....

Main Actor Female Fees :-.....  
Lyricist Charge per Song :-.....  
Song Composer charge per song :-.....  
Singer fees, per song basis :-.....

**COMPONENT (c) ; STUDIO CHARGES FOR BACKGROUND MUSIC & SONG Etc.**

( Rate per hour basis)

Playback music composing and Recording :-.....  
Dialogue Dubbing :-.....  
Sound, Music Mixing :-.....  
Songs Recording :-.....  
Editing :-.....

**COMPONENT (d) TRANSPORTATION & FOOD AND LODGING:**

Transportation :-.....  
Vehicle hire charges per day per vehicle basis :-.....  
No. of person during shooting/recording etc :-.....  
Fooding per day per person :-.....  
Lodging per Night per person basis :-.....  
Contingency charges :-.....

**Certified that above rate and statement furnished by me are as per the prevailing market price rate.**

Signature of the Bidder with Seal.