

QUOTE FOR “APPOINTMENT OF AGENCY FOR CREATION OF A CORPORATE FILM TO BE SHOWCASED AT EXPORT AWARD FUNCTION TO BE HELD ON 08/12/2023 AT NEW DELHI”.

NOTICE INVITING QUOTATIONS

FOR “APPOINTMENT OF AGENCY FOR CREATION OF A CORPORATE FILM TO BE SHOWCASED AT EXPORT AWARD FUNCTION TO BE HELD ON 08/12/2023 AT NEW DELHI.

Last date & time for submission of Quotations:

23th October, 2023 up to 11.00 am (Monday)

The Quotation Document, complete in all respects, to reach on or before the due date and time at designated e.mail id tender@aepcindia.com with the address **“QUOTATION FOR APPOINTMENT OF AGENCY FOR CREATION OF A CORPORATE FILM TO BE SHOWCAUSE AT EXPORT AWARD FUNCTION TO BE HELD ON 08/12/2023 AT NEW DELHI”.**

Physical Copy of the Quotation can also be submitted in a sealed envelope subscribing **“QUOTATION FOR APPOINTMENT OF AGENCY FOR CREATION OF A CORPORATE FILM TO BE SHOWCAUSE AT EXPORT AWARD FUNCTION TO BE HELD ON 08/12/2023 AT NEW DELHI”.** on or before the designated date and time, at the following address:

DSG

Apparel Export Promotion Council
Apparel House Sector-44, Institutional Area
Gurugram- 122003, Haryana

IMPORTANT DATES

1. Issue of Quotation Notice & Document
10/10/2023
2. Last date & time for submission of quotation
23/10/2023 up to 11.00 am (Monday)

EVENT BACKGROUND

Apparel Export Promotion Council (AEPC) "Annual award for Outstanding Export Performance" is the most prestigious award for the Apparel Industry to honor the industry leaders for their outstanding performance in Apparel Exports.

The award not only recognizes the best performer in the various categories of apparel exports but also encourages the other fellow exporters to surpass the past record performance.

This Annual awards for outstanding export performance for the base period f.y 2021-22 & 2022-23 is to felicitate the exporters who have excelled in the exports of readymade garments under various categories.

A) PROCEDURE FOR SUBMISSION OF BIDS

Document evidence in support of Eligibility Criteria, namely:

- i. CA Certificate showing average annual financial turnover of at least Rs 10 lakhs during the last 2 financial years in each year.
- ii. Copies of the work orders evidencing that the agency has experience of creation of such corporate films at least 2 fashion events/trade shows/award functions successfully.
- iii. Photocopies of Pan card, GST registration,
- iv. Demand Draft/Bank Transfer for Rs 10,000/- towards refundable EMD in favour of "Apparel Export Promotion Council" payable at Gurugram, Haryana RTGS details are given below:

BENEFITIARY:	APPAREL EXPORT PROMOTION COUNCIL
SAVING A/C NO	180401000020000
IFS CODE	IOBA0001804
BANK	INDIAN OVERSEAS BANK
ADDRESS BRANCH	APPAREL HOUSE, SECTOR 44, INSTITUTIONAL AREA GURUGRAM -122003

Note: In case of RTGS/Neft/IMPS transfer, please attach a copy of Bank Transfer receipt with date of payment and UTR No.

- v. Please fill up Annexure consisting of various technical and financial details for the company and financial costing along with this quotation document.

DISCLAIMER

This quotation document is being issued by AEPC for inviting bids for “**CREATION OF A CORPORATE FILM TO BE SHOWCAUSE AT EXPORT AWARD FUNCTION TO BE HELD ON 08/12/2023 AT NEW DELHI**”. The purpose of this document is to provide the Bider within formation to assist in the formulation of their proposal. The information is not intended to be exhaustive. Interested parties are required to make their own inquiries. AEPC reserves the right not to proceed with the project or to alter the time table reflected in this document or to change the processor procedure to be applied. It also reserves the right to decline to discuss the project further with any party submitting a bid. No reimbursement of any cost will be paid to persons, entities submitting the Bid.

B) GENERAL CONDITIONS/INSTRUCTIONS FOR SUBMISSION OF BID

1. Quotations are invited directly from established agencies /firms (single entity) for **CREATION OF A CORPORATE FILM**
2. The agency should have the Registration no. of GST.
3. The refundable Earnest Money Deposit (EMD) of Rs 10,000 (Rupees Ten Thousand only) in the form of Demand Draft/Pay order drawn in favour of “Apparel Export Promotion Council” payable at Gurugram, Haryana is to be submitted along with the bid. EMD DD should be put in the Technical Bid envelope. The EMD can be submitted through Bank Transfer also.
4. AEPC will award the contract to the successful bidder where bid has been determined to be technically as per parameters mentioned in Annexure 1. The vendors who qualify in Technical Bid will be eligible for financial Bid participation. The L1 financial bid will qualify for award of contract.
5. The AEPC reserve the right to ask the bidders for a technical presentation before deciding the technical qualification.
6. THE EMDs of the unsuccessful bidders will be refunded without any interest.
7. The performance security for the successful L1 bidder shall be Rs 25,000/- . After adjusting the EMD of Rs 10,000/- additional performance guarantee of Rs 15,000/- shall be remitted by the L1 bidder to make the total performance security equivalent to Rs 25,000/-.
8. All the pages/documents of the bid should have signature of the bidder with the stamp of the Firm. Any over-writing, corrections & cuttings should have

- initials of the bidder. Corrections should be made by writing again instead of shaping or over-writing.
9. Rates should be quoted in Indian Rupees (Rs) in figures. Please ensure to specify about the applicable taxes, if any.
 10. Conditional quotations are liable to be rejected.
 11. AEPC reserves the right to reject or accept any or all application(s) without assigning any reason(s).
 12. AEPC reserves the right to increase or decrease services in Quotation document.
 13. The quotation should be valid for a minimum period of up to 31st December, 2023.
 14. The terms of payment would be on Stage Payment basis and are as follows:
 - a) First stage payment of 40% of the total contract value on signing of contract.
 - b) Second stage payment of 40% on submission of the film ready.
 - c) Balance 20% after conclusion of the show and submission of final bill.

C: The EMD/Performance Security shall be forfeited by the AEPC in following cases:

- i) EMD: After opening of Financial Bids, the bidder fails to honor the contract or refuses to comply with any or all terms and conditions of the quotation.
 - ii) The L1 agency withdraws their offer during the period of quotation validity.
 - iii) Performance Security: If the services of the Agency is not found satisfactory as per the terms & conditions of the quotation.
- D: In case of any dispute or difference arising in relation to meaning or interpretation of the agreement. Chairman F&E, AEPC would be the final arbitrator. The decision of the arbitrator shall be final and binding on both the parties.

E: RIGHTS OF AEPC

- i) AEPC reserves the right to accept/reject the offers received, or call for any additional information/clarification/presentation, or modification/cancellation of the bidding process. If so required, without assigning any reasons whatsoever.
- ii) AEPC reserves the right to cancel/terminate the agreement at any time without assigning any reason.

F: OTHER TERMS AND CONDITIONS.

1. Confidentiality of any data and information provided by AEPC and other agencies to the vendor should be maintained.
2. Governing law and jurisdiction: This agreement shall be governed by the laws in India and shall be subject to New Delhi jurisdiction.

G: FOR MAJEURE:

The failure to fulfill any of its obligations hereunder shall not be considered to be a breach of, or default, so far inability arises from an event of Force Majeure. For the purpose of this proposal "Force Majeure" means an event which is beyond the reasonable control of AEPC and is not foreseeable.

H: Acceptance of the Quotations

All the clause of quotation document and terms and conditions enumerated in this form has been read by me/us and are acceptable to me/us.

Date :

Signature

Name of Bidder (IN Block Letters).....

Address of the company with stamp

.....

Scope of Work The scope of work would broadly entail:

Language(s)	English
Duration of the film	5-7 minutes
Scope of Work	<p>Phase I: Pre-Production</p> <ul style="list-style-type: none"> • Identifying Photographs, Videos, Music, VO artist to be used in consultation with AEPC. • Any other incidental work, as may be required. <p>Phase II: Production</p> <ul style="list-style-type: none"> • Stock Footage, Videos, Music (without copy right) to be considered • Editing, Voice over (Professional) • Include necessary graphics, after effects, animation, Music to be used • Digitization and conversion of available footage etc. and conversion of the same to HD compatibility, color correction • Any other incidental work, as may be required.

Phase III: Post-Production

- Submission of first cut of the AV within 2 weeks of approval of script. Submission of final AV (Master Output) as per the changes, if any, specified by AEPC within 4 weeks of getting the job order.
- Any other incidental work, as may be required.

Voiceover

- The voiceover to be done by a professional male/female voice. VO should be of high quality & keeping in mind the target audience profile, language & the overall narrative tone of the film.

Deliverables

- Master copy of the film in full resolution HD format (.MOV file)
- Master copy of the film in MPEG 4 format
- Compressed file (means low resolution, small sized files) of the film to suit for web site/mobile phone/social media upload.

Annexure:

Name of the Agency	
Address of the Agency	
NCR Office address, if any	
Pan No.	
GST Registration No.	
Name of the Contact Person/Mobile No.	
EMD Details: DD No. UTR No/Details.	
Documents in Support of Experience	
Financial Quote:	
Professional Fee:	
Other Incidental Expenditure:	
Total Rs.	
Add: GST	
Total Charges in Rs.:	
Total Charges in Word:	

I certify that all the above details mentioned are correct and true to my knowledge and any of the above details found false or incorrect in future will make me ineligible for getting the contract and I shall be liable for any legal action taken by AEPC in this regard.

(Signature)

Name of the person

Name / address of the company

Company's Stamp

Place & Date