



सत्यमेव जयते

भारत सरकार

GOVERNMENT OF INDIA

काजू और कोको विकास निदेशालय

DIRECTORATE OF CASHEWNUT AND COCOA DEVELOPMENT

कृषि एवं किसान कल्याण मंत्रालय Ministry of Agriculture & Farmer's Welfare

कृषि एवं किसान कल्याण विभाग Department of Agriculture & Farmer's Welfare

केरा भवन, कोच्ची - 682 011 Kera Bhavan, Kochi - 682011, Kerala

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फैक्स Fax : 0484-2377151

ई-मेल E-mail : dccd@nic.in

वेबसाइट Website : https://dccd.gov.in

प.सं. F. No.

दिनांक Date :

CS10/C03/22-23

17.05.2024

NOTICE INVITING QUOTATIONS (NIQ)

Directorate of Cashewnut and Cocoa Development, Kera Bhavan, Kochi - a subordinate office under the Union Ministry of Agriculture and Farmers Welfare (Department of Agriculture & FW) invites sealed quotations from reputed advertisement/videography firms for preparing video documentary materials of schemes of this Directorate. The job description/specification of the work is given below:-

1. SCOPE OF WORK

The purpose is to make the success stories of cashew famers and cashew nurseries and make it available to the farmers through model videos. The work involves shooting videos on crop management, pest control methods and farmer income enhancement made through DCCD intervention. Detailed SOW is attached in Annexure-I. Brief specification is as under;

- Making of farmer and nursery success story documentaries in full HD video format.
- A total of 7 videos should be made in local language in different shooting locations. The English and Hindi dubbed versions also be submitted.
- The final output should be submitted in prescribed format within 60 days of awarding the work.
- The script in short is attached as Annexure-II.

The interested bidders will have to apply in the prescribed format for both technical and financial bids. Proof of eligibility qualification with broad details about the firm and also signed copy of terms & conditions as given in tender document should be attached in technical bid.

The envelopes containing "Technical bid" & "Financial bid" be super scribed as under: -

- "Technical bid" for production of video documentary on success stories of cashew farmers and nursery persons through DCCD intervention.
- "Financial bid" for production of video documentary on success stories of cashew farmers and nursery persons through DCCD intervention (Annexure VI).

Sealed quotations containing technical and financial bid in separate sealed covers addressed to the 'Director, Directorate of Cashewnut and Cocoa Development, Kera Bhavan, Kochi-11 and super scribed with 'Preparation of video documentary on schemes and activities of DCCD' with reference No. CS10/C03/22-23 must reach here on or before 31/05/2024.

2. ELIGIBILITY CRITERIA

- a) The firm may provide their details in Annexure-III format duly filled up and complete in all respect attaching self-attested/certified copies of documents in support of their claim. The bidder should give self-declaration certificate for acceptance of all terms and conditions of tender document in Annexure-IV.
- b) The firm should be an Indian Company. The firm should be neither blacklisted by any Government Dept., nor is any criminal case registered/pending against the firm or its owner/ partners anywhere in India. A duly completed certificate to this effect is to be submitted as per Annexure-V.
- c) The firm should be experienced minimum of one year, having good track record and client satisfaction in undertaking similar job. The firm may attach list of purchase order/ work order where the similar type of works - video documentary preparation/preparation of agricultural documentaries etc. done if any.
- d) The firm should be a registered vendor having a valid registration from concerned state and central agencies. They may also provide their PAN No / GSTN No allotted by concerned authorities.

3. GENERAL TERMS AND CONDITIONS

- a) Each page of the bid should be signed by the bidder and duly stamped.
- b) The Directorate will have liberty to increase or decrease the quantity or omit any such item as found necessary after awarding the bid.
- c) The quotation shall clearly indicate the price of each video documentary including applicable taxes.
- d) The rate quoted should be valid for at least one year from the closing date of bid submission.
- e) Bids received after due date or found incomplete will be summarily rejected.
- f) The Directorate reserves the right to accept or reject any or all bids at its discretion without assigning any reasons.
- g) In case of any disputes the same shall be subject to arbitration by the Horticulture Commissioner in the Ministry of Agriculture & Farmers Welfare, New Delhi whose decision shall be final and binding on both parties.

- h) The Bidder shall not have the right to use, publish or display any footage/videos captured in connection with the Directorate's documentary.
- i) After completion of work all captured footage and final outputs shall be submitted to DCCD on hard disk which shall be the sole property of DCCD.
- j) It is the sole responsibility of the selected bidder to bring all required equipments to the shooting locations, its safe transportation and maintenance and the bidder shall keep DCCD, Kochi indemnified in all respect. No TA/DA shall be payable separately for this purpose.

4. PAYMENT SCHEDULE (Milestone Based)

The entire project cost shall be divided at a ratio of 50:50. 50% of the cost of the project will be paid after completion of capturing video footage (after completing the visit to all locations mentioned in **Annexure I**) and the remaining 50% will be paid after submitting the fully finished videos in a hard drive to the office along with all captured footage.

5. DELIVERY

The delivery of goods shall be made by the bidder to the Directorate of Cashewnut and Cocoa Development, Kochi in its office premises located at 8th Floor, Kera Bhavan, Kochi. The delivery of video documentary should be made within a period of 60 days from the date of work order.

Interested bidders who needs any clarification may contact this office in any working day or call in mobile No. 9400718627.



(P. A. Parameswaran)
Administrative Officer

Distribution:-
(DCCD website/Notice Board/CPD portal)

ANNEXURE-I**I. SCOPE OF WORK**

The assignment or production work shall entail interview (farmer, scientist and Director, DCCD), review, editing, arranging photographs, animation, graphics, dubbing & embedding of subtitles. It includes concept, script, voice over, background music, speeches, graphics, animation, royalty free footages which are required to complete the assignment on agreed time schedule basis.

II. NATURE OF WORK

Preparation of video documentary on farmer success stories, nursery & schemes of DCCD.

III. QUANTITY

7 Videos in local language & dubbed versions in English and Hindi.

IV. SPECIFICATIONS

- Video in Full HD (1920 x 1080 pixels).
- Video Length: Maximum 10 minutes.
- The script for the documentary and farmers, nursery man and scientist will be arranged by DCCD.
- The video output should be in local language and also provide dubbed versions in English and Hindi.
- Subtitles should also be added to the videos as per requirement.
- Video editing, dubbing, mixing charges should also be included in the financial bid.
- The final output should be in MP4 format and a compressed version should be submitted for uploading to government websites without losing quality.
- All production, editing and mixing activities should be carried out as per the directions of Director, DCCD, Kochi only.
- The shooting expenses in any mode will not be covered (Food, accommodation and transportation) in addition to the tender amount.
- The applicable taxes should also be clearly mentioned in the financial bid sheet.
- If the filmed footage are lost the Bidder shall re-film them at his own cost.
- The bidder can decide the technology, camera, light, mic and other accessories as per their convenience with compromising the quality.

V. LOCATIONS

- Kerala (Adimali tribal area of Idukki District and Ernakulam south)
- Karnataka (Halkoti, Hanumanamatti)
- Maharashtra (Sindhudurg District)
- Tamil Nadu (Trichy)

ANNEXURE-II**Script****Farmer**

- Why cashew cultivation was chosen.
- How long has cashew been cultivated
- How did you get information on scheme of DCCD
- What are the benefits of joining the scheme/support from DCCD
- What kind of assistance is provided through the scheme
- Is the farming method followed is the same from old ages
- Whether planted grafts are self-grown/seedlings origin/grafts from any nurseries /suggested by someone who were used before.
- What preparations have been made for planting grafts
- How the pits are prepared (spacing between pits/ length, width and depth of the pit)
- What are the fertilizers used
- What was done after planting
- Were inter-crops planted (if so which crops, cost and income and how long)
- Initial year planting and maintenance cost (grafts, fertilizer, intercropping, maintenance)
- From whom advice and instructions were received
- In which year cashew production started (Yield per year (in kg) Average yield, total number of cashew nuts, Earnings so far)
- Major problems faced (pests, climate change, labour costs, maintenance problems, low productivity etc.)
- How has DCCD played important role in achieving the success

Scientist

- How suitable cashew cultivation is to this region
- Challenges facing by cashew farmers
- Major disease and pest infestations
- Important points to be addressed by farmers
- Suitable varieties, things to consider while selecting grafts
- Fertilizer and water recommendations

Director D.C.C.D

- Functions of DCCD
- Objectives of schemes
- Achievements so far
- Future plans
- Other guidelines

Technical BID**ANNEXURE-III**

Sl. No.	Items	Remarks
1.	Name of the Organization/Firm	
2.	Postal address	
3.	Tele No./Fax./Mobile No. of the organisation/firm	
4.	Status of the organisation/firm (Whether private/PSU/or sole Proprietor or Partnership or co-operative society etc)	
5.	Details of PAN/TAN/GST numbers obtained from respective authorities (documents to be attached)	
6.	Whether the firm possess the requisite experience/track record (Please attach details of similar work undertaken during last three years with copies of purchase order etc)	
7.	Registration Number of the organisation/Firm with details of printing licence	

(Seal and signature of the Owner/authorized representative)

ANNEXURE -IV

To

The Director
Directorate of Cashewnut and Cocoa Development
Government of India,
Ministry of Agriculture and Farmers Welfare,
Kera Bhavan, Kochi-11.

Sub: Self Declaration Certificate**Ref: NIQ No CS10/C03/22-23 dated 17.05.2024**

Dear Sir,

With reference to the above, I am/We are offering our competitive bids for Notice Inviting Quotations for **“Preparation of video documentary on schemes and activities of DCCD”** of Directorate of Cashewnut and Cocoa Development. I/We hereby reconfirm and declare that/We have carefully read, understood & complying the above referred tender document including instructions, terms & conditions, specifications, schedule of quantities and all the contents stated therein.

I/We also confirm that the rates quoted by me/us are inclusive of all taxes duties etc., applicable as on date and are for DCCD, Cochin, which includes free delivery at DCCD office located at 9th Floor, Kera Bhavan, Kochi.

Date:

Authorized Signatory

Name:

Place:

Designation:

Contact No.:

Email ID:

CERTIFICATE
(to be provided on letter head of the firm)

I hereby certify that the above firm neither blacklisted by any Central/State Government/Public Undertaking/Institute nor is any criminal case registered/pending against the firm or its owner/ partners anywhere in India.

I also certify that the above information is true and correct in any every respect and in any case at a later date it is found that any details provided above are incorrect, any contract given to the above firm may be summarily terminated and the firm blacklisted.

Date:

Authorized Signatory

Name:

Place:

Designation:

Contact No.:

Email ID:

Financial BID**1. Cost for 10 minutes success story video documentary in full HD**

Description	Amount
Entail interview (farmer, scientist and Director, DCCD), visit to locations, review, editing, arranging photographs, animation, graphics, dubbing & embedding of subtitles, voice over, background music, speeches and royalty free footages for one video documentary in local language and dubbed versions (English and Hindi) (per video)	
Taxes applicable, if any (per video)	
Total amount for 7 videos including dubbed versions (English & Hindi)	

Signature:

Name and Designation:

Date:

Place: