

**Sub.: Tender for Preparation of Walkthrough Animation for NSIC's
Marketing Development-cum-Business Park Project**

Sir,

Sealed offers are invited from experienced / reputed agencies for the work of Preparation of Walkthrough Animation Film for NSIC's Marketing Development-cum-Business Park (MDBP) Building at NSIC Complex, Okhla, New Delhi. It is a state of the art G+5 RCC framed structure with single basement having a total built up area of 36,000 Sqm (approx.) (excluding the area of basement). You are requested to quote your most competitive rates for executing the work as per the terms & conditions mentioned below in the enclosed Annexure-I.

A. Scope of Work:

1. 3-D exterior modeling :

- (i) Exterior of building modeling
- (ii) Landscape
- (iii) Layout, Roads and Parking

2. 3-D Interior Modelling:

- (i) Main entrance, lobby area, waiting and reception
- (ii) Interior of the office space & corridor
- (iii) Interior for exhibition space
- (iv) Interior for conference room, common toilet, cafeteria
- (v) Logo Animation

3. Animation and Rendering

- (i) Total duration of the film shall be of 5 minutes which shall consist of 3-D animation of 210 seconds (with V-RAY render quality) including 100 to 120 seconds of exterior and 90 to 110 seconds interiors. The balance duration shall be recording of actual live shoots / views showing location / locational advantage etc. However, these are tentative time-frames. The actual time-frame of interior/ exterior animation may vary within the total stipulated duration as per requirement and directions of Officer-in-charge.

Contd..2/-

4. Editing

- (i) Mixing of voice over and animation.
- (ii) Mixing of voice over, animation and video shoots.
- (iii) Animation for logos, addition of text and other effects

5. Scripting and voice over

- (i) Script in English
- (ii) Voice Over in Studio by Expert Artist (Ms.Rini Khanna/ Sh.Udit Mishra or equivalent as approved by Officer-in-charge)

6. Video Shoots : Video shoots showing locational advantage including connectivity, greenery etc.

7. Output Format:

The output should be made available to NSIC in any two formats out of the following formats as per the directions of NSIC:

- (i) .VOB/DVD
- (ii) MPEG I/ MPEG II
- (iii) MOV/ Quick Time
- (iv) AVI
- (v) VCD

The film is to be displayed on a large watchout screen of size 32 ft. x 16 ft. or equivalent. The resolution of the animation film should be adequate for display on such large screen without compromising on visual qualities.

8. Hi-Resolution Images : The agency to also provide 3-4 Nos. High Resolution views / images from the walkthrough animation as selected by the Officer-in-charge on CD suitable for proper display on hoardings of size at least 20 ft. x 10 ft.

B. Terms & Conditions:

1. Eligibility Criteria – The bidder should enclose a copy of the work order & completion certificate for at least one work of similar nature executed during the past five years. In case of work executed for Pvt. Company, the concerned TDS certificate is also to be enclosed. The bidder should also enclose a copy of the CD/ DVD of the aforesaid work playable in CD/DVD drive of computer. The above CD/DVD shall be used only for evaluation purpose. Any offer not accompanied by the documents and above CD/DVD of the in support of eligibility criteria shall be rejected.
2. Similar Nature work means preparation of walkthrough animation film for a real-estate/ infrastructure project with a minimum duration of 2-3 min.
3. The tenders shall be submitted in **TWO** separate sealed covers, superscribed with the name of work, due date of submission, in the following manner :-

Contd..3/-

Envelope-I- Technical Bid

Technical Bid in one sealed cover containing the following:

- i. Forwarding letter of tender,
- ii. Demand draft for **Rs 6,000/-** drawn in favour of "**The National Small Industries Corporation Ltd.**" payable at **New Delhi** towards earnest money
- iii. Copies of work order and completion certificate of the work as proof of experience towards the eligibility criteria.
- iv. In case of work executed for Private Party, copy of TDS certificate also to be enclosed.
- v. CD/ DVD of the work as mentioned at Sr.No. (iii) above.

Envelope-II- Price Bid

One sealed cover containing the complete tender document including the priced Annexure-I.

4. The technical bid of all bidders shall be opened at 4.00 PM on 19.01.2011, in the presence of the authorized representatives of the bidders who choose to be present.
5. Price bids of only technically qualified bidders shall be opened at a later date/time to be intimated separately to the qualified bidders.
6. **Criteria for Award of work:** The work shall be awarded to the bidder quoting the lowest bid value in the price bid subject to having qualified in the technical qualification criteria. Decision of the Corporation in this regard shall be final and binding upon all the bidders.
7. **No alternations shall be made in the tender document supplied/ uploaded from the website. Bidder by submission of this tender shall be deemed to have accepted all the terms and conditions contained in the tender document.**
8. The quoted rates shall be for the complete work and shall be inclusive of the cost of all materials/ tools and plants, computer hardware & software, labour, cartage and taxes, as applicable etc. However, the soft-copies of the building and landscape drawings (in AutoCAD) shall be provided by NSIC.
9. The total time stipulated for completion of the work shall be 28 days from the date of issue of work order. The preview animation shall be submitted by the agency to the Officer-in-Charge for the approval within 14 days from the date of issue of work order. However, if need be, the Corporation may consider Extension of Time beyond the stipulated period to the agency based on the merit of the case. The agency, in no case, shall claim it as the matter of right and the decision of the Corporation shall be final & binding on the Agency.

Contd..4/-

10. In case quality of the work executed by the contractor is found to be poor and not to the satisfaction of Officer-in-charge, NSIC reserves the right to not to release any payment to the agency and the security deposit shall also stand forfeited in such event.
11. Liquidated Damages @ 1% of the value of work order shall be levied on the agency for each day of delay in completion of the work subject to a maximum of 10% of the value of work order.
12. Earnest Money Deposit (EMD) for an amount of Rs.6,000/- (Rupees Six Thousand Only) by way of Demand Draft payable in favour of "The National Small Industries Corporation Ltd." payable at New Delhi should be enclosed along with the technical bid. Any offer not accompanied by the EMD in prescribed form shall be rejected. The EMD deposited by the unsuccessful bidders shall be returned without any interest.
13. However, EMD of the successful bidder shall be retained and converted into a part of the Security Deposit (SD). The Security Deposit shall be deducted @5% of gross value of each running bill after adjusting amount of EMD converted into SD and shall be returned after 30 days of successful completion of the work. No interest shall be payable on the amount of Security thus deducted.
14. Payment Schedule- The schedule of running payment to be made to the agency shall be as follows:
 - (i) 30% on approval of preview animation by NSIC.
 - (ii) Balance 70% on successful completion of work in all respect.
15. If requested by the agency in writing within 7 days of the issue of work order, Mobilization Advance not exceeding 10% of the tendered value may be given. However, such advance shall attract interest @ 15% per annum and shall be released only on furnishing a Bank Guarantee from Scheduled Bank (in the prescribed proforma) of equivalent amount including the element of interest which will be chargeable from the date of release of advance till the date of its full recovery. The advance shall be recovered in full from the first Running Bill. The BG shall be released only after full recovery of the mobilization advance, if any, paid.
16. All the payments shall be released subject to statutory deductions, as applicable. The work shall be executed to the satisfaction of NSIC.
17. NSIC reserves the right to reject/ cancel one or all offers without assigning any reason.
18. It shall be the sole responsibility of the agency to use only appropriate licensed software for executing this assignment. The agency shall indemnify and keep indemnified the Corporation against any copyright infringement by them in this regard.

19. Before submitting the tender, the bidder should satisfy himself that he has adequate infrastructure/ resources in terms of manpower and computer hardware, software etc. to complete the work in all respect. The agency shall not sub-let the work during any stage of the contract.
20. The 3D-Models, Design, Animation Film and related details prepared and acquired by the agency for the work entrusted to him under this work will become the property of NSIC. The 3D-Models, Design, Animation Film and related details cannot be issued to any other person, firm or authority or used by the agency for any other project without prior written permission of NSIC. However, the 3D-Models, Designs, Animation Film and related details can be utilized by NSIC for other works and agency shall not have any objection whatsoever.
21. **Any conditional tender is liable to be rejected.**
22. The tender document with all terms & conditions contained herein along with Annexure-I shall form the part of the agreement. All the pages of this tender document shall be signed with seal by the bidders and enclosed with the price bid.
23. Your offer in two sealed envelopes- I & II (as mentioned at para 3 & 4 above) addressed to the **General Manager (Works), NSIC Ltd. NSIC Bhawan, Okhla Industrial Estate, New Delhi- 110 020** should be delivered at the Central Receipt Section (**CR Section**) of NSIC Ltd. NSIC Bhawan, Okhla Industrial Estate, New Delhi- 110 020 latest by **03.30 PM on 19.01.2011.**

The name of the work and due date should be clearly mentioned at the top of both the envelopes containing the offer submitted by you i.e. **“Offer for Preparation of Walkthrough Animation for NSIC’s Marketing Development-cum-Business Park Project” and Due Date – 19.01.2011 marked No. I (Technical Bid) & II (Price Bid) respectively.**

Thanking you,

Yours faithfully,

Encl.: As above.

(A.Gupta)
Manager (Works)

Annexure-I

I / We hereby agree to execute the work as defined in the scope of work and also agree to abide by all the terms and conditions put forth in the said tender document enclosed and my/ our fee for all the above services will be Rs._____ (Rupees_____ Only) inclusive of all taxes. The above fee shall remain firm till the completion of the work in all respect.

Authorized Signatory along with seal