

**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 office 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 6 minutes which shall consist of 3-D animation of 210 seconds (with V-RAY render quality) including 120 to 150 seconds of exterior and 90 to 100 seconds interiors. The balance duration shall be recording of actual live shoots / views showing location / locational advantage etc.

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)

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.

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 three years. In case of work executed for Pvt. Company, the concerned TDS certificate is also to be enclosed. Any offer not accompanied by the document in support of eligibility criteria shall be rejected.
2. Similar Nature work means preparation of walkthrough animation film for a multi-storeyed commercial/ residential complex with duration of 5 min. (approx.).

3. 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 softcopies of the building and landscape drawings (in AutoCAD) shall be provided by NSIC.
4. The total time permitted for completion of the work shall be 21 days from the date of issue of work order. The preview animation shall be submitted for approval within 10 days from the date of issue of work order.
5. 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.
6. 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.
7. Earnest Money Deposit (EMD) for an amount of Rs.6,000.00 (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 tender. 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.
8. 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.
9. 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.
10. 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 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.

Contd..4/-

11. All the payments shall be released subject to statutory deductions, as applicable. The work shall be executed to the satisfaction of NSIC.
12. NSIC reserves the right to reject/ cancel one or all offers without assigning any reason.
13. 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.
14. **Any conditional tender is liable to be rejected.**
15. 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 tender.
16. Your offer in a sealed envelope 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 **11 AM on 23.12.2010**. The offers shall be opened on the same day at 11.30 AM. All the bidders are requested to be present during the opening of the bids.

The name of the work should be clearly mentioned at the top of the envelop containing the offer submitted by you i.e. **“Offer for Preparation of Walkthrough Animation for NSIC’s Marketing Development-cum-Business Park Project”**.

Thanking you,

Yours faithfully,

Encl.: As above.

(Navin Chopra)
General 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