Government of Odisha
Department of Sports & Youth Services
C-1, Nayapalli, Bhubaneswar-751012
Tele fax: 0674-2396022/2396715

No. 8261 /SYS, Bhubaneswar Dated: 28.9.2015

From:

Sri A.K. Jena
Director-cum-Addl. Secretary to Govt.,
Sports & Youth Services Department, Bhubaneswar

To

The Director,
I & PR Department,
Odisha, Bhubaneswar

Sub: Publication of Advertisement for tender notice for replication of DVDs.

Sir,

In enclosing herewith the text of the advertisement both in soft and hardcopy, I would request you to kindly publish the same in The Samaj and The New Indian Express by 29.09.2015 for information of general public.

Yours faithfully

Directo-cum-Addl. Secretary

Memo NO. 8262 /SYS, Bhubaneswar Dated: 28.9.2015

Copy along with text of the advertisement and other details forwarded to IT section of Sports & YS Department for uploading the same in the official website for information of all concerned.

Director-cum-Addl. Secretary
DEPARTMENT OF SPORTS AND YOUTH SERVICES
C-1, NAYAPALLI, BHUBANESWAR - 751012

Tender Call Notice No.: 8263
Date: 28.09.2015

TENDER NOTICE FOR REPLICATION OF DVDs

Sealed tenders are invited from reputed and registered firms/ media houses / agencies for replication of Video DVD on the prescribed tender document. Tenders will be received in office hours till 09.10.2015 up to 5.00 PM in the office of Department of Sports and Youth Services. The cover should be Super-scribed on bold letter "TENDER FOR REPLICATION OF DVD" and sent to the address mentioned below:

DEPARTMENT OF SPORTS AND YOUTH SERVICES
C-1, NAYAPALLI,
BHUBANESWAR-751012
Phone: 0674 – 2396022.

Scope of Work

i. Replication of Video DVD on 'Active Citizenship'

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<thead>
<tr>
<th>Subject</th>
<th>Type of Data</th>
<th>Duration/Size</th>
<th>Quantity</th>
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<tr>
<td>Active Citizenship</td>
<td>Film (Audio Visual)</td>
<td>90 minutes</td>
<td>1000 copies</td>
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Detailed Terms & Conditions can be downloaded with bid documents from the website of Department of Sports and Youth Services i.e. www.dysodisha.gov.in or a hard copy can be obtained from the office on the above mentioned address.
TERMS OF REFERENCE

Last Date for receiving the bids – 9th October till 5 PM
Opening of the Bids – 10th October – 11 AM

Time period for replication, disc face printing, in lay card printing and delivery to the Department of Sports and Youth Services along with packaging of DVD is 10 days only from date of placing work order.

Replication of DVD:
1. Media used will be Moser Bear Platinum DVD-R (Firm will give a sample of the DVD along with the bid document and also an undertaking that they have used this quality of media for replication of the DVDs).
2. Good quality DVD replicating machines will be used so that every DVD has the same performance. (Random checking of the DVD will be done).
3. The amount of data on each DVD is 4 GB.
4. Data will be given on DVD or such other media, the firm has to create a fresh Data DVD and then replicate the same.
5. The Master DVD will be approved by Department of Sports and Youth Services before replication.

Printing on the face of Disc and DVD Cover Inlay Card:
1. The agency will provide draft creatives for printing on face of the DVD. After approval by the Department of Sports and Youth Service the agency will undertake printing.
2. The creative will be pasted as labels as per approval of the Department of Sports and Youth Services.
3. Each DVD will have a 75 GMS Art Card, four colour printed inlay card.

Preparation of DVD Case

1. PP (polypropylene) made double capacity with two clips DVD Case for packaging.
   Weight 70 gms. Size: 190 x 135 x 14mm
2. Sample DVD case has to be attached along with the tender bid which will be approved by the Department of Sports and Youth Services.

Information, Terms and conditions:

1. The bids shall be submitted in two separately sealed envelopes strictly, one having the creative and technical details as technical bid and the other having the financial bid for the same. The two envelopes shall be super scribed accordingly.
2. Technical bids will be opened first. Financial bids will be opened only of the technically qualified bidders.
3. In the selection process due weight will be given to the lowest financial bidder among the technically qualified bids, however overall understanding of the project, creative elements in the presentation and past experience will be the crucial selection criteria.
4. For any query or clarification, the interested agencies may mail their queries at tsu.dsys@gmail.com or call at 0674 - 2396022 before submitting the tenders.

5. Where ever specific terms and conditions have not been spelt out in tender document, General Finance and Accounts Rules of the State Government shall apply.

6. Tenders received after the due date and time will not be considered in any case. The Director, Department of Sports and Youth Services, reserves the right to accept or reject any tender or its part without assigning any reasons thereof.

7. All other terms & Conditions would be applicable as per OGFR.
Part 1
TECHNICAL BID FORM

Subject: Tender for DVD replication with DVD case, DVD Printing

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<tr>
<td>1</td>
<td>Name &amp; Address of the firm, Tel/Fax/Email Details :</td>
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<tr>
<td>2</td>
<td>Experience of past one year in DVD replication (copies of work orders &amp; a certificate from the buyer regarding satisfactory &amp; qualitative services be enclosed). :</td>
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<td>3</td>
<td>Annual Turn Over in last 2 years :</td>
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<td>4</td>
<td>Details of Income Tax Registration : Enclose PAN Details</td>
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<tr>
<td>5</td>
<td>Service Tax Registration Details and enclose copy of latest service tax clearance certificate :</td>
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<tr>
<td>6</td>
<td>Details of EMD, cheque/DD No. &amp; Dali :</td>
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<tr>
<td>7</td>
<td>Sample of DVDs replicated in the past. :</td>
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<tr>
<td>8</td>
<td>Any other information :</td>
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This is certified that I have read and understood the enclosed brief and other Terms & Conditions and all the supporting documents have been enclosed, and the information given by me is true to the best of my knowledge.

Signature of bidder/tenderer
<table>
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<tr>
<th>Sl No</th>
<th>Particulars</th>
<th>Quantity</th>
<th>Rate / DVD</th>
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| 1     | Replication from master DVD inclusive of the following  
   i. Replication charges  
   ii. **Printing labels / stickering on the DVD.**  
   iii. Printing of Inlay Card.  
   iv. Cost of Blank DVD (Moser Baer / Sony) v. DVD case double capacity -14 mm.  
   v. Other charges if any | 1000 copies |           |
| 2     | All taxes   |          |            |
| 3     | Total       |          |            |

The above quoted rates include all expenses & taxes etc. in accordance with the terms & conditions of tender document and delivery of the consignment at the Department of Sports and Youth Services

Signature of bidder/tenderer