

Government of the People's Republic of Bangladesh
 Department of Environment
 Climate Change Cell
 E-16, Agargaon, Dhaka-1207.

Tender # 01

Date: 13/10/2009

Subject: Tender Schedule for Documentary on Climate Change.

Sealed tender is hereby invited from the eligible tenderers as per schedule for the following item as per instructions with terms & conditions:

Technical Specification:

Sl No.	Name of Item	Total Time	Specification	Time of completion
01	Video Documentary preparation on Climate Change and supply.	5 minutes	a) Brand: Environment Production: TVC Duration 5 minutes Format: Digital Video Process: Footage capture, editing and resize with final cut production, Computer Graphics to blend different footages, Voice artist, Sound Studio, Music Making and Sound mixing, Editing Offline, Color correction and Final Edit, Transfer Tapes. b) Script of the documentary c) The documentary has to be supplied in Beta cam 02 (two) copies and DVD 5(five) copies. d) The documentary has to made as per satisfaction of Climate Change Cell, Department of Environment, Dhaka.	07 days From the date of Purchase order / Contact Award.

Financial Specification

Sl No.	Name of Item	Total Time	Specification	Total Price (Tk.)	Time of completion
01	Video Documentary preparation on Climate Change and supply.	5 minutes	a) Brand: Environment Production: TVC Duration 5 minutes Format: Digital Video Process: Footage capture, editing and resize with final cut production, Computer Graphics to blend different footages, Voice artist, Sound Studio, Music Making and Sound mixing, Editing Offline, Color correction and Final Edit, Transfer Tapes. b) Script of the documentary c) The documentary has to be supplied in Beta cam 02 (two) copies and DVD 5(five) copies. d) The documentary has to made as per satisfaction of Climate Change Cell, Department of Environment, Dhaka.		07 days From the date of Purchase order / Contact Award.

Sealed bid shall be dropped in the tender box kept at the 4th Floor, Climate Change Cell, Department of Environment, Dhaka on November 04, 2009 between 09.00am to 12.00pm. Received bids will be opened on November 04, 2009 at 12.30pm in presence of the bidder (s) (if any).

Terms & conditions:

1. Sealed bid must be submitted in the printed pad of the firm along with the following documents, failing which the tender may be rejected:
 - (a) Valid Trade License
 - (b) Up-to-date Tax Clearance Certificate
 - (c) VAT Registration Certificate
 - (d) Tender Schedule with annexes duly signed by the bidder
 - (e) Experience in making similar documentaries
 - (f) Bank Solvency Certificate
 - (g) Strength of the documentary making agency
 - (h) Composition of the Script (Storyboard/ Arrangement of ideas / understanding of the issues)
 - (i) Curriculum Vitae of the people to be involved in the documentary making process.
 - (j) Refundable Pay order/ DD for Tk. 10,000(Tk. Ten Thousand) Only in favour of Component Manager, CDMP Component 4B & Director(Planning), DoE, Dhaka.
2. The bidder(s) must quote for the stated items in full as per attached price schedule form. They must fill in the Total Price of the attached schedule form.
3. The rates must be quoted both in figures and words separately in Bangladeshi Taka (BDT). Erasing of any kind must be supported by full signature of the bidder(s) who sign the bid.
4. The vendor should give the offer validity, in case, the validity is not given by the vendor then, offer will be taken valid for 180 days.
5. Bidders will submit the bids in 2(two) sealed envelop separately clearly marked “Submission of Bids for Documentary”.
6. The Tender Evaluation Committee shall evaluate all tenders as per pertinent rules and practices.
7. Total time for delivering the finished goods shall be 7 (Seven) days from the date of issuing of work order.

8. If the supplier fails to deliver any or all of the Goods or fails to perform the services within the period(s) specified in the work order, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as liquidated damage as per rules and practices of the organization.
9. The supplier shall work closely with the CDMP Component 4B management.
10. The Purchaser, without prejudice to any other remedy for breach of contract, by verbal/written notice of default addressed to the supplier, may terminate this contract in whole or in part:
 - a. if the supplier fails to deliver any or all of the Goods within the period (s) specified in the contract, or within any extension thereof granted by the purchase pursuant to the written request; or
 - b. if the supplier fails to perform any other obligation(s) under the contract; or
 - c. if the supplier, in the judgement of the purchaser has engaged in corrupt or fraudulent practices in competing for not executing the contract.
11. The vendor will submit the following documents along with their bill/invoices for payment from the Accounts Department of CDMP Component 4B:
 - a. A copy of the Work Order duly signed by the both party.
 - b. An original Challan of Delivered Documents
12. Supplier shall be entirely responsible for all taxes (including customs duty, Value Added Tax (VAT) and Income Taxes (IT), stamp duties, license fees, and other such levies imposed or incurred until delivery of the contracted goods to the purchaser. VAT and AIT will be deducted at source as per Govt. rules until and unless the appropriate challans/waiver's documents are produced to the purchaser.

Bidder's Signature: _____

Sincerely,

Address: _____

Land/Mobile No: _____

Seal:

Dr. Fazle Rabbi Sadeque Ahmed
Convenor, TEC, Component Manager, CDMP 4B,
&
Director(Planning), DoE, Dhaka.