

HSCC (INDIA) LTD
E-6(A), Sector-1, Noida (U.P)-201301

No. HSCC/Corp. Film/2007

Dated : 04/01/2008

NOTICE INVITING TENDER

**Tender Notice for Producing a Corporate Film on
HSCC's journey of 25 years**

1. HSCC (India) Ltd. provides Comprehensive services from concept to commissioning in the Health Care sector ranging from feasibility studies, planning, design and detailed engineering, project management, procurement and commissioning of medical equipments and procurement of drugs.
2. Sealed bid envelope superscribed “**Application for Producing Corporate Film - Technical Bid**” is invited by HSCC for Producing a Corporate Film on 25 years journey of HSCC (Details as per Annexure – I) – Scope of Work.
3. Pre-Qualification Criteria
 - 3.1) Only agencies with latest updated technology and having adequate experience in the above field and with their own production facilities in producing Corporate Films of international quality standards, having impeccable credentials are eligible to participate.
 - 3.2) Experience of having successfully completed similar work during last 5 years ending last day of month previous to the one in which application are invited.
 - 3.3) At least one copy of latest Corporate Film Produced out by them are required to be sent for perusal along with the bids
 - 3.4) Personnel Capabilities : The firm should have suitable qualified and experienced and experienced personnel for the successful completion of the works – Annexure-II.
 - 3.5) Equipment Capabilities : The Applicant should provide an undertaking regarding availability of equipments required for the completion of the project – Annexure - III.
 - 3.6) Financial Capabilities : The Applicant should submit Audited Balance These balance sheets should demonstrate the soundness of the applicant's financial position, showing positive net worth and net profit in last three financial years Annexure-IV.

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4. The agency to which the contract is awarded will have to undertake updation of the subject atleast for a period of 2 years.
5. Applicants may obtain the tender documents on any working day between 10.00 AM and 4.00 PM from 04/01/2008 to 10/01/2008 on written request from HSCC at the above address against a non-refundable fee of Rs.500/- payable in cash or in the form of Demand Draft/ Banker's Cheque in favour of HSCC (INDIA) Limited from any nationalised bank/ scheduled bank payable at NOIDA/DELHI. The applicant may collect the documents in person with authorization letter or on request, HSCC will promptly dispatch the documents by courier on payment of an extra amount of **Rs. 100/-** over & above the said document fee of **Rs.500/-**, but under no circumstances HSCC will be held responsible for late delivery or loss of the documents so mailed. The applicants may see the tender documents during the sale period as referred above at HSCC Corporate office, Noida prior to purchasing.
6. Pre-bid meeting shall be held at 14.00 hrs on 15/01/2008.
7. Tender complete in all respect must be submitted in sealed envelopes, which must be either delivered by hand or by registered mail to **HSCC** at the above address so as to reach not later than **15.00 hours** on 11/01/2008.
8. HSCC reserves the right to accept or reject any/all bids without assigning any reason. Only agencies which are pre-qualified will be called to submit financial bid.
9. Copy of tender document is available for viewing on our website, www.hsccltd.co.in

Sr. Manager (PR)

INSTRUCTIONS TO APPLICANTS

NAME OF PROJECT : **Production of Corporate Film on 25 years
journey of HSCC**

**EMPLOYER / PRINCIPAL
EMPLOYER** : **HSCC (India) Ltd.**

LETTER OF APPLICATION

[NOTE : On the letterhead paper of the applicant including full postal address, telephone no., fax no., telex no. and cable address]

Date : _____

To,

HSCC(I) Ltd.
Plot No. 6(A), Block(E), Sector-I
NOIDA, U.P.-201301

Sirs,

1. Being duly authorised to represent and act on behalf of
(hereinafter referred to as “the Applicant”) and having reviewed and fully understood all the pre-qualification information provided, the undersigned hereby apply to be pre-qualified by yourselves as a bidder for the

**1. -----
----- its maintenance
during the Defect Liability period**

Pre-Qualification Number	Client Name
HSCC/CF/-----/07	

2. Attached to this letter are copies or original documents defining :

(a) the applicants legal status

(b) the principal place of business

(c) the place of incorporation (for applicants who are corporations) or the place of registration and the nationality of the owners (for applicants who are partnerships or individually owned firms)

(d) application form no. 1 to 5

3. Your agency and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This letter of application will also serve as authorization or any individual or authorized representative or any institution referred to in the supporting information, to provide such information deemed necessary and requested by yourselves to verify statements and information provided in this application, or with regard to the resources, experience, and competence of the Applicant.

4. Your agency and its authorized representatives may contact the following persons for further information :

General, Personnel, Technical and Financial Enquiries	
Contact 1 :	Telephone 1 :
Contact 2 :	Telephone 2 :

5. This application is made in the full understanding that :

(a) Bids by pre-qualified applicants will be subject to verification of all information submitted for pre-qualification at the time of bidding

(b) Your agency reserves the right to :

- amend the scope and value of the contract / bid under this project ; in such event, bids will only be called from pre-qualified bidders who meet the revised requirements ; and
- reject or accept any application, cancel the pre-qualification process, and reject all applications without assigning reasons or incurring any liability thereof ; and

(c) Your agency shall not be liable for any such actions and shall be under no obligation to inform the Applicant

6. The undersigned declare that statements made and the information provided in the duly completed application are , true and correct in every detail.

Sealed & Signed
Name
For and on behalf of

APPLICATION FORM NO. 1

GENERAL INFORMATION

All individual firms applying for pre- qualification are requested to complete the information in this form. Information to be provided for all owners or APPLICANTS who are partnerships or individually-owned firms.

1.	Name of firm
2	Head office address
3	Telephone Contact
4	Fax E-mail No.
5	Place of incorporation/ Registration Year of incorporation/ registration

Authorized Signatory of bidder

APPLICATION FORM NO. 2

STRUCTURE AND ORGANIZATION

1. Name & address of the applicant
2. Telephone No. / Telex No. / Fax No.
3. Legal status of the applicant (attach copies of original document defining the legal status)
 - (a) An individual
 - (b) A proprietor firm
 - (c) A firm in partnership
 - (d) A Limited Company or Corporation.
4. Particulars of registration with various Government bodies (attach attested photocopy)

Organisation /Place of registration	Registration No.
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5. Name and Titles of Directors & Officers with designation to be concerned with this work.
6. Designation of individuals authorised to act for the organisation
7. Was the applicant ever required to suspend construction for a period of more than six months continuously after you commenced the construction? If so, give the name of the project and reasons of suspension of work.
8. Has the applicant ever abandoned the awarded work before its completion ? If so, give name of the project and reasons for abandonment.
9. Has the applicant ever been debarred / black listed for tendering in any organisation at any time ? If so, give details.
10. Has the applicant ever been convicted by a court of law? If so, give details.
11. Any other information considered necessary but not included above.

Authorized Signatory of bidder

**Scope of Work for Producing Corporate Film on
HSCC's Journey of 25 years**

1. Film Duration : 10 – 12 minutes
2. Shot on : Latest High Definition Digital Camera
3. Number of Sites : Approx. 10 Nos.*
4. Interview of Personalities : Approx. 10 Nos.
5. Still shots : Around 15 Nos.
6. Stock Music : As per the picturised video
7. Script Writer : Experienced Writer
8. Voice over by : Experienced Artist
9. Editing : High end and non-linear editing suite with effects and 2 – D graphics.
10. Time required for the above assignment may be mentioned in the bid.

Copies of atleast one Corporate Film produced by them are required to be sent for perusal alongwith the bids.

* Neigrihms-Shillong, NIUM & NIMHANS-Bangalore, Tanda-HP, TRC & Siddya-Chennai, Bir Hopsital-Nepal and other sites located in NCR region.

APPLICATION FORM NO. 3

ANNEXURE - II

PERSONNEL CAPABILITIES

Sl. No.	Designation	Total Number	Number available for this work	Name	Qualification	Professional experience and details of work carried out	How these would be involved in this work	Remarks

Authorized Signatory of bidder

APPLICATION FORM NO. 4

ANNEXURE - III

EQUIPMENT CAPABILITIES

Sl. No.	Name of Equipment	Nos.	Capacity or Type	Age	Condition	Ownership Status			Current Location	Remarks
						Presently owned	Leased	To be purchased		

Authorized Signatory of bidder

APPLICATION FORM NO. 5**ANNEXURE - IV****FINANCIAL CAPABILITIES****(Rs. In lacs)**

Financial Year	Annual Turn Over in Indian Rupees (or equivalent to Indian Rupees) as per Audited Balance Sheet
2004-2005	Rs.
2005-2006	Rs.
2006-2007 (Provisional if not finalized)	Rs.
Average Annual Turnover over the past three years	Rs.

Financial Information in Rs. Equivalent	For year 2004-2005	For year 2005-2006	For year 2006-2007 (Provisional If not finalized)
1. Total Assets			
2. Current Assets			
3. Total Liabilities			
4. Current Liabilities			
5. Profit before Tax			
6. Profit after Tax			
7. Net Worth			

NOTE : The above data is to be supported by audited balance sheets

1. Attach copies of audited balance sheets for all three years (2004-2005, 2005-2006 & 2006-2007)
2. Indicate Financial arrangements for carrying out the proposed work.

Authorized Signatory of bidder

