

**GOVERNMENT OF TRIPURA
OFFICE OF THE SCIENTIFIC OFFICER
DEPARTMENT OF SCIENCE, TECHNOLOGY & ENVIRONMENT
AGARTALA, WEST TRIPURA.**

F.No. 7 (24) / DSTE / W / 345

16th February, 2017.

NOTICE INVITING QUOTATION

Quotation is hereby invited in sealed packets from the interested Vendors/Academy/Agency for conducting street drama on climate change activities alongwith P/A system with UPS backup for running the drama only in West Tripura district without any interruption.

The interested persons may submit their quotation for conducting street drama to the undersigned within 15 (Fifteen) days during office hours from the date of issue of the notice.

The quotations will be opened on 4th March 2017 at 11.00 am by the undersigned at the O/O the Scientific Officer, Deptt. of Science, Technology & Environment, West District. The quotationer or his representative may remain present at the time of opening of the quotation.

Request for proposal

Opening date for submission of proposal	
Last date for submission of proposal	
Address for communication	

Project detail:


Street Drama on Climate Change activities

Objective: The objective is to reach people through Street Play with an intention to spread awareness for the importance of not using Plastic Carry Bags and motivating the people towards the need of using alternatives of Plastic Carry Bags.

The project is for West Districts District of Tripura.

Work Specifications:

- The campaign team will have to cover 2 spots once in a week with team of artists and required instruments in vehicle arranged by them.
- Agency will have to compose a song, in line with promotion of Climate Change



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awareness and its recording to be managed by Agency and this theme song is to be played in the specified areas to attract the crowd before street play.

- The Script of street play would be written by the Agency in consultation and approval of the Department with focus on issues mentioned in 'objective' herein above.
- Spots of Drama to be organized will be finalized in consultation with approval of DSTE, Tripura.


Technical Specification

Sl.No.	Specification	Academy's Response
01	Selected Bidder will carry a good Audio-Visual display unit comprising of PA system, An Amplifier, 2 speakers, 3 Mikes (1 wired with stand + 1 cordless as applicable)	
02	Selected Bidder should have their own arrangement for travelling & transportation of actors, instruments etc.	
03	Crew Members will undertake following activities- Pre programme publicity through announcement in surrounding areas. Number of Street Plays – once in a week Merchandising at shops and outlets in the area where the show is planned Recording of interviews/comments of the Audience.	
04	The Bidder should have a crew of minimum 4-5 trained artist.	
05	The play would be approved by DSTE after seeing the demo at mutually agreed place.	
06	The Bidder will have to follow the tour programme as agreed upon, any deviation from it would not be entertained.	
07	Street play performers would wear proper costumes dresses for effective impact of programme. The cost of costumes as approved in settlement and make up expenses to be borne by the agency/Academy/Group.	
08	Bidder will provide minimum 5 photographs of each show with digital date and time.	
09	Past experience of the Bidder in the Rural/Urban advertisement/Media implementation would be given preference.	
10	Details of the major clients.	
11	Number of years the academy is engaged in similar line of activities.	


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General Terms and Conditions (To be enclosed with technical bid)

1. The Bidder should submit the proposal in a sealed cover, super-scribing “ ” on it, and containing the following documents mentioned in term & conditions and proposal with costing for one district.
2. The applying bidder must have PAN (Permanent Account Number) and registered as per registration rules of Govt. of Tripura.
3. Bidders should provide brief profile of their work experience for the last three years alongwith the photographs of Street plays, Dramas, Ad. Films and Documentary Films execution work done earlier with the client list as also the list of likely actors / players with brief on experience. Certificate/documents evidencing past major projects year wise for the last 3 years should be enclosed.
4. DSTE reserves the right to accept / reject/select one or more academy and to cancel the bidding process any or all bids at any time prior to award of contract without thereby incurring any liability to the affected bidders.
5. In case of delay on the part of DSTE in providing the approvals the time of execution of work will be extended by equal number of days.
6. DSTE also reserves the right to carryout inspection/visit of the street play at any point of the time during the period of contract.
7. The Bidder shall be able to start the activities within 20 days of award of contract as per the schedule provided by DSTE.
8. Selection of Agency/Academy/Group would be done by the committee formed by DSTE.
9. Technical evaluation of the bidder agency/group/academy would be done on the following basis-
 - Experience with Govt. Agency/NGO/Development sector with supporting documents like copy of work order or performance certificate from the client.
 - Experience in street plays, drama activities executed in different areas.
 - Annual projects handled- Financial status of the academy for last 3 (three) years.
 - Clientele (including Doordarshan or other TV channels)
10. Final selection of the agencies would be done on the basis of Technical specification given above.
11. DSTE reserves the right for extending or curtailing any activity at any point of time (if required) as per programme requirement.
12. Rates quoted will be inclusive of cost of hiring of actors/players, their costumes, make up, musical instruments, public announcement system and loud speakers as also to be inclusive of all taxes, duties, levies, transportation, vehicle cost and other cost etc.
13. TDS as applicable will deduced as per Income Tax Rules.
14. Payment will be through cheque/NEFT
15. Certified bills will be submitted for completed cycle


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