



JAIPUR METRO

JAIPUR METRO RAIL CORPORATION LIMITED

Directorate of Operations & Systems

205, Admin Building, Mansarovar Depot,

Bhrigu Path, Mansarovar, Jaipur-302020,

Tel.No.0141-2822101, E-mail- dos@jaipurmetrorail.in

No. No. JMRC/O&S/DCOS/RS/F.(63)

Date: 10/10/2018

To,

M/s Studio Pindrop

F-17, Hauz Khas Enclave

New Delhi – 110016

Tel: +91 – 1126522888, 2651 2888

Fax: +91-1141004664

Email: info@studiopindrop.com, tannishka@pindropmediagroup.com

Subject:- Single source procurement of "Recording of audio announcement in Hindi & English for upcoming new sections/corridors on JMRC network and for special messages (in Male & Female Voice)".

Sealed bid is invited for Single source procurement of "Recording of audio announcement in Hindi & English for upcoming new sections/corridors on JMRC network and for special messages (in Male & Female Voice)" as per Bid document attached. The rates shall be quoted in BOQ in the bid document.

Signed, stamped and sealed offer should reach in the Office of GM(RS), Room no. 208, 2nd Floor, Admin Building, Mansarovar Metro Train depot, Jaipur – 302020 by 24/10/2018 at 15:00 hrs positively. Offer received after due date and time will not be entertained. Bid will be opened on 24/10/2018 at 15:30 hrs.

(G.S. Bhawaria)

Director (O&S)

JAIPUR METRO RAIL CORPORATION LTD

Encl:-Bid document



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1 NOTICE INVITING BID(NIB)

No JMRC/O&S/DCOS/RS/F.(63)

Date: 10/10/2018

Jaipur Metro Rail Corporation (JMRC) Ltd. invites bid as detailed below:

KEY DETAILS

a)	Name of Work	Single source procurement of "Recording of audio announcement in Hindi & English for upcoming new sections/corridors on JMRC network and for special messages (in Male & Female Voice)"
b)	UBN No.	
c)	Approximate Estimated Cost of Goods (including GST)	Rs. 19,470/-
d)	Bid document availability period	15:00 hrs of 15/10/2018 to 11.00 Hrs of 24/10/2018
e)	Last Date for submission of Bid	24/10/2018 at 15:00 hrs
f)	Time & Date of Opening of Bid	24/10/2018 at 15:30 hrs
g)	Venue of Physical Submission and Opening of Bid	O/o GM(Rolling Stock),Room no. 208, 2 nd Floor, Admin Building, Mansarovar Metro Train Depot, Bhrihu path, Mansarovar Jaipur – 302020
h)	Websites for downloading Bid Document and subsequent clarification/ modification,if any	http://transport.rajasthan.gov.in/jmrc www.sppp.rajasthan.gov.in
i)	Validity of Bid	90 days from the last date of submission of bid.
j)	Completion Period	30 Day from the date of issue of Work order

Note: The contract is governed by RTPP Act 2012 and RTPP Rules 2013 which is available at <http://transport.rajasthan.gov.in/jmrc> and www.sppp.rajasthan.gov.in.

(Signature)
10.10.18

DIRECTOR (O&S)

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2. INSTRUCTIONS TO BIDDERS

2.1 OBJECTIVE OF THE BID

JMRC seeks bid for Single source procurement of "Recording of audio announcement in Hindi & English for upcoming new sections/corridors on JMRC network and for special messages (in Male & Female Voice)" through M/s Studio Pindrop New Delhi

2.2 INTRODUCTION

Sealed bid is invited for the Bid No. JMRC/O&S/DCOS/RS/F.(63) for Single source procurement of "Recording of audio announcement in Hindi & English for upcoming new sections/corridors on JMRC network and for special messages (in Male & Female Voice)" for Jaipur Metro Rail Corporation Limited, hereinafter called the 'Employer' in accordance with this Bid Package. The Bid Document consists of the following:

- (i) Notice Inviting Bid (NIB)
- (ii) Instructions To Bidders (ITB)
- (iii) Special Conditions of Contract (SCC)
- (iv) Technical Specifications and Scope of work
- (v) Grievance Redressal during Procurement process
- (vi) Financial Bid - Bill of Quantities

Note: -

- (A) Corrigendum, Addendums and subsequent clarifications on bid terms, if any, can be downloaded from the above mentioned websites. All the information, intimation and updates regarding this tender shall be published on above mentioned websites only. Keep visiting these websites for any subsequent clarifications & modifications.
- (B) If the date of opening is declared holiday, then Bids will be opened on next working day.
- (C) Approved GCC and SHE manual are applicable and available on the JMRC website. Successful bidder shall sign the complete GCC and SHE documents and submit to the JMRC.
- (D) The complete bid document can also be downloaded from the website <http://transport.rajasthan.gov.in/jmrc> or www.sppp.rajasthan.gov.in.

2.3 SUBMISSION OF BID

The Proposal duly filled & signed and complete in all respects must be submitted in a sealed envelope at the JMRC office clearly marked as "CONFIDENTIAL" and Single source procurement of "Recording of audio announcement in Hindi & English for upcoming new sections/corridors on JMRC network and for special messages (in Male & Female Voice)" and addressed to:

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3 Special Conditions of Contract (SCC):-

1. Bidder should have valid GST registration number and should submit with bid document. Offer from the firm who does not have a valid GST No. will not be entertained.
2. The rates quoted shall be inclusive the following services/Deliverables:
 - i. Professional Empanelled VO Artist for Metros.
 - a) Hindi.
 - b) English.
 - ii. Professional Recording Engineer.
 - iii. Professional Editor.
 - iv. Digital Studio Hiring.
 - v. File Equalisation as per Metro parameters.
 - vi. File cleaning and Editing.
 - vii. File Naming as per Nomenclature.
 - viii. File formatting in desired manner.
 - ix. Overall Project Supervision.
 - x. All other secretarial such as File Packing and Delivery.
3. The rates quoted shall be FOR JMRC office, Mansarovar Metro Depot, Jaipur-302020, inclusive of all (excluding GST); no other charges shall be paid by JMRC: GST will be paid at rate applicable at the time of billing.
4. The entire work shall be completed within 30 days of issue of work order/LOA.
5. Bid name and bid no. should be mentioned on the sealed offer.
6. The Recording of audio announcement shall be delivered at Custody Store Section, Train maintenance Depot Mansarovar, Near -Ganga Jamuna Petrol Pump, Mansarovar -Jaipur-302020 to JE/custody store.
7. Payment Terms-100% payment shall be made after satisfactory completion of work and submission of bill.
8. Inspection Authority: By nominated JMRC staff.
9. Consignee: JE/RS/Custody Store, Mansarovar Train maintenance Depot, Jaipur-Rajasthan.
10. Validity of offer:-Tenderer is required to keep their offer open at least Ninety days (90 days) from the date of tender opening.
11. The offer shall be unconditional and JMRC has the right to accept or reject the tender in any stage.



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4 Scope of Work

- a) All the recording shall be done as per following list of messages in Hindi & English.

S. NO.	Message in English	Message in Hindi	Remark
1	Chhoti Chaupar	छोटी चौपड	
2	Badi Chaupar	बडी चौपड	
3.	Jaipur Metro wishes you a Happy Deepawali.	जयपुर मेट्रो की ओर से दीपावली की शुभकामनाएं।	
4.	(i) Change here for City Place. (ii) Change here for Hawa Mahal.	सिटी प्लेस के लिए यहाँ से बदलें। हवा महल के लिए यहाँ से बदलें।	
5.	Best wishes on Republic Day.	गणतंत्र दिवस की हार्दिक शुभकामनाएं।	
6.	Best wishes on Independence Day.	स्वतंत्रता दिवस की हार्दिक शुभकामनाएं।	
7.	Best wishes on Mother's Day. Breast Feeding is best for the child.	मदर्स डे की हार्दिक शुभकामनाएं। माँ का दूध शिशु के लिए सर्वोत्तम है।	
8	Change here for Jaipur Sindhi Camp Bus Stand	जयपुर सिन्धी कैम्प बस स्टैंड के लिए यहाँ से बदलें।	

- b) Voice recording in hindi language shall be done in Male voice of **Sh. Shammi Narang**.
c) Voice recording in English language shall be done in female voice of **Ms. Rini Khanna**.
d) All voice recording shall be done at 16 KHZ, 16 Bit, Mono, 31kb/second.
e) All voice recording shall be done in Pindrop studio New Delhi, keeping all quality of audio.
f) After recording a soft copy of all messages to be handed over to JMRC.



5. GRIEVANCE REDRESSAL DURING PROCUREMENT PROCESS

The designation and address of the First Appellate Authority is Dir (O&S), JAIPUR METRO RAIL CORPORATION, JAIPUR.

The designation and address of the Second Appellate Authority is CMD, JAIPUR METRO RAIL CORPORATION, JAIPUR.

(1) Filing an appeal

If any Bidder or prospective bidder is aggrieved that any decision, action or omission of the Procuring Entity is in contravention to the provisions of the Act or the Rules or the Guidelines issued there under, he may file an appeal to First Appellate Authority, as specified in the Bidding Document within a period of ten days from the date of such decision or action, omission, as the case may be, clearly giving the specific ground or grounds on which he feels aggrieved:

Provided that after the declaration of a Bidder as successful the appeal may be filed only by a Bidder who has participated in procurement proceedings:

Provided further that in case a Procuring Entity evaluates the Technical Bids before the opening of the Financial Bids, an appeal related to the matter of Financial Bids may be filed only by a Bidder whose Technical Bid is found to be acceptable.

(2) The officer to whom an appeal is filed under Para (1) shall deal with the appeal as expeditiously as possible and shall endeavor to dispose it within thirty days from the date of the appeal.

(3) If the officer designated under para (1) fails to dispose of the appeal filed within the period specified in para (2), or if the Bidder or prospective bidder or the Procuring Entity is aggrieved by the order passed by the First Appellate Authority, the Bidder or prospective bidder or the Procuring Entity, as the case may be, may file a second appeal to Second Appellate Authority specified in the Bidding Document in this behalf within fifteen days from the expiry of the period specified in para (2) or of the date of receipt of the order passed by the First Appellate Authority, as the case may be.

(4) Appeal not to be in certain cases

No appeal shall lie against any decision of the Procuring Entity relating to the following matters, namely:-

- (a) determination of need of procurement;
- (b) provisions limiting participation of Bidders in the Bid process;
- (c) the decision of whether or not to enter into negotiations;
- (d) cancellation of a procurement process;
- (e) Applicability of the provisions of confidentiality.



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(5) Form of Appeal

- (a) An appeal under para (1) or (3) above shall be in the annexed Form along with as many copies as there are respondents in the appeal.
- (b) Every appeal shall be accompanied by an order appealed against, if any, affidavit verifying the facts stated in the appeal and proof of payment of fee.
- (c) Every appeal may be presented to First Appellate Authority or Second Appellate Authority, as the case may be, in person or through registered post or authorized representative.

(6) Fee for filing appeal

- (a) Fee for first appeal shall be rupees two thousand five hundred and for second appeal shall be rupees ten thousand, which shall be non-refundable.
- (b) The fee shall be paid in the form of bank demand draft or banker's cheque of a Scheduled Bank in India payable in the name of Appellate Authority concerned.

(7) Procedure for disposal of appeal

- (a) The First Appellate Authority or Second Appellate Authority, as the case may be, upon filing of appeal, shall issue notice accompanied by copy of appeal, affidavit and documents, if any, to the respondents and fix date of hearing.
- (b) On the date fixed for hearing, the First Appellate Authority or Second Appellate Authority, as the case may be, shall,-
 - (i) Hear all the parties to appeal present before him; and
 - (ii) Peruse or inspect documents, relevant records or copies thereof relating to the matter.
- (c) After hearing the parties, perusal or inspection of documents and relevant records or copies thereof relating to the matter, the Appellate Authority concerned shall pass an order in writing and provide the copy of order to the parties to appeal free of cost.
- (d) The order passed under sub-clause (c) above shall also be placed on the State Public Procurement Portal.

Memorandum of Appeal under the Rajasthan Transparency in Public Procurement Act, 2012

Appeal Noof

Before the (First / Second Appellate Authority)

1. Particulars of appellant:

- (i) Name of the appellant:
- (ii) Official address, if any:



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(iii) Residential address:

2. Name and address of the respondent(s):

(i)

(ii)

(iii)

3. Number and date of the order appealed against and name and designation of the officer / authority who passed the order (enclose copy), or a statement of a decision, action or omission of the Procuring Entity in contravention to the provisions of the Act by which the appellant is aggrieved:

4. If the Appellant proposes to be represented by a representative, the name and postal address of the representative:

5. Number of affidavits and documents enclosed with the appeal:

6. Grounds of appeal:

.....
.....(Supported by an affidavit)

7. Prayer:

.....

Place

Date

Signature



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6 FINANCIAL BID: -

BILL OF QUANTITY (BOQ)

Particulars	Quantity/Job (A)	Rate quoted by Firm (B)	Amount (A*B)
Recording of audio announcement in Hindi	01		
Recording of audio announcement in English	01		
Studio Hiring	01		
Sub Total -Amount(Rs.)			
GST Amount(Rs.)@ ____%			
Total Amount(Rs.)(With GST)			

- NOTE:** 1. The rates quoted shall be for JMRC office, Mansarovar Metro Depot, Jaipur-302020, inclusive of all expenses i.e. all taxes (excluding GST which is shown in BOQ separately), and transportation charges etc; no other charges shall be paid by JMRC.
2. GST will be paid at rate applicable at the time of billing.

Signature of firm representative
(With seal of firm)