

**Invitation for Expression of Interest to
Develop a Documentary Film on
Construction of Net-Zero Energy and Super ECBC
complied Office Building for
TSREDCO & TSSPDCL at Hyderabad, Telangana**

EoI No: TSREDCO/Plg./NZEB/2021-22, Date: 14.06.2021

Last Date & Time for Receipt of Document: 21st June, 2021, 3:00PM Date &

Time of Opening: 21st June, 2021, 4:00PM



Telangana State Renewable Energy Development Corporation Ltd., (TSREDCO)

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The Institution of Engineers Building, Khairatabad,
Hyderabad - 500 004. (TS)

TEL: +91-40-2320 1502 / 03

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Email: plg@tsredco.telangana.gov.in

1. Overview

Telangana State Renewable Energy Development Corporation Limited (TSREDCO) is the State Nodal Agency (SNA) and the State Designated Agency (SDA) for enforcing and implementing Renewable Energy and Energy Conservation activities in Telangana state under the directions, coordination and consultations with for Ministry of New & Renewable Energy (MNRE) and Bureau of Energy Efficiency (BEE), Ministry of Power, Government of India respectively.

To showcase the best energy conservation practices in the built environment, TSREDCO is in the process of constructing its own office building at Hyderabad, incorporating Net-Zero Energy Building (NZEB) and super ECBC concepts. The proposed building would serve as an office for Telangana State Power Distribution Company (TSSPDCL) and TSREDCO. The building construction time period would be around two year six months.

The United States Agency for International Development (USAID) is providing technical assistance to TSREDCO as a pilot NZEB project under the Market Integration and Transformation Program for Energy Efficiency (MAITREE) through Environmental Design Solutions (EDS) as its implementing partner.

2. Intent

The intent of making this film is to depict the various steps involved in the design & construction of a 'Net-Zero Energy' building design with super ECBC features and thereby popularising & promoting the concepts of energy efficiency among the construction fraternity, policymakers, and key decision makers.

In this context, TSREDCO inviting interested firms/organizations for the Expression of Interest (EOI) for- **developing documentary film** to showcase process of 'Net-Zero Energy' building design with super ECBC features of the TSREDCO's proposed building as per the scope of work. It is required to submit detail proposal for the above assignment, as mentioned below

The Technical Proposal shall comprise of

- detailed procedure adopted in developing the film i.e., pre- production, production and post production stages &
- supportive necessary documents mentioned in the checklist provided in the Annexure IV

The Financial Proposal shall be as per the format prescribed in the Annexure II of this document

Both the proposals shall be sent through email only (no hard copies required) with subject **“EoI for developing documentary film on construction of Construction of Net-Zero Energy and Super ECBC complied Office Building for TSREDCO & TSSPDCL at Hyderabad, Telangana” - Technical Proposal and Financial Proposal in two zip files to pdplanningredco@gmail.com, on or before 21st June, 2021, 3:00 PM. Financial proposal will be opened of those who qualify technically. However, the financial proposal shall be password protected and to be shared with TSREDCO once requested.**

The same will be **opened on the same day at 4:00 PM** by TSREDCO. The TSREDCO shall not assume any responsibility for any delay in late submission of proposals. If EoI Opening date happen to be a holiday for any reason, the submission and opening of the said document will be done in the next working day and at the same time.

Eligibility Criteria:

- a. The Organization/firm shall have an average turnover of more than or equal to INR **10 lakhs** in last three financial years. **Copy of Turnover certificate certified by chartered accountant shall be attached.**
- b. A multidisciplinary team with expertise in developing professional documentaries with minimum three years of experience – **Copies of self-attested work orders or customer satisfaction letters (at least one project in each financial year for past three years) shall be attached**
- c. Team must have at least developed one professional documentary film/ corporate film in showcasing the building constructions or building features (example: any Real Estate project or Government project etc.) – **links of the videos / films developed as proof shall be provided in a separate document which shall have hyperlinks**
- d. The Organization/firm shall not be blacklisted/ banned by any private or state / central Government agencies/organisations. The firm shall submit a self-declaration on company letter head mentioning the same duly signed by the authorised person. – **self declaration letter on company/ firm letter head as per the format provided in Annexure III.**
- e. The firm shall provide the list of equipments/ software along with licence proposed for this assignment and availability with firm weather own or hired – **self attested document on company letter head mentioning the list, quantity and availability**
- f. Preference will be given to the firms with presence in Telangana

3. Competencies:

- a. Knowledge on energy conservation or environment based concepts particularly in buildings or experience in development of any professional documentary on energy conservation practices is desirable
- b. Strong editorial team with communications skills and shall understand different languages preferably English, Hindi and Telugu.
- c. Ability to prioritise the activities and deadlines defined by the clients
- d. Ability to respond quickly to the client based on the requirements
- e. Awareness on the latest smart technologies in making the documentary films.

4. Final Deliverables:

- a. 3 editions of the film: 1-minute clip, 5-minute clip and 15-minute film
- b. 3 languages: English, Hindi and Telugu
- c. High resolution photographs (soft copies)

5. Evaluation and comparison of proposals:

A two-stage procedure is followed in evaluating the proposals, with evaluation of the technical proposal being completed prior to any finance/budget proposal being opened and compared. The financial proposal will be opened of those who qualify technically. The technical proposal is evaluated on the basis of its responsiveness to the Term of Reference. In the Second Stage, the financial proposal of all organizations who qualify will be opened for further comparison. The contract will be awarded to the organization offering the lowest financial quote.

6. Award criteria, award of contract:

The procuring entity TSREDCO reserves the right to accept or reject any proposal, and to annul the solicitation process and reject all proposals at any time prior to award of contract, without thereby incurring any liability to the affected Organization or any obligation to inform the affected Organization or organizations of the grounds for the organization's action. The organization/firm whose proposal after being evaluated is considered to be the most responsive to the needs and activity of TSREDCO will be awarded the contract. TSREDCO have right to negotiate the successful bidder for further reduction of price. TSREDCO may ask for the same.

7. Scope of Work

The footage should cover the following stages of the project:

- **Design Stage**
Covering design charrettes, discussions, team meetings of project proponents at the concept design stage and detailed design development stage. This will also include short interviews of key project proponents.
- **Pre-Construction Stage**
Showing activities at the existing site, including site conditions and surroundings, site clearance/ demolition activities through site footages and drone shots.
- **Construction Stage**
Focusing on the execution of the Net-zero energy features of the final design at different construction milestones, through site footages and drone shots.
- **Operation Stage**
Showing real-time operation activities of the completed project and realisation of the benefits of Grid-interactive Net-Zero Energy features incorporated in the project.
- 100% coverage of complete construction activities

8. Terms of Reference:

- a) The firm must be registered bodies with Govt. of India/ Govt. of Telangana.
- b) Rate should be quoted inclusive of the cost of Services, Manpower cost, Transportation inclusive of charges of GST and other taxes as applicable as per the format is provided in Annexure II.
- c) TSREDCO will pay the amount with reference to the works completed as mentioned in the financial proposal. The details of the payment terms will be mentioned in the work order as per Section 10 of this document.
- d) All information, documents, videos, photographs and data coming in the possession of firm, as a result of the execution of the job shall all at time remain the property of TSREDCO.
- e) The firm shall not make or allow making an unauthorized copy, use, access or other utilization of these materials commercially or otherwise, directly or indirectly except as agreed to by TSREDCO. The firm shall also ensure complete confidentiality of the information and data provided to carrying out the job.
- f) The Successful firm shall have to enter into an agreement on non-judicial stamp paper of Rs. 200 value of 2 sets (Rs.200 X 2 no.s) with TSREDCO. At the time of entering the agreement, the firm should deposit 10% of the contract value (quoted price) as security deposit in the form of DD/ BG in favour of TSREDCO payable at Hyderabad or online transfer to TSREDCO. The security deposit will be released to the firm after completion of all the works as mentioned in the work

order.

- g) TSREDCO will have no liability regarding transportation, boarding and loading of firm and their staff.
- h) Under no circumstances the firm shall not appoint any sub-contractor or sub lease the contract. If violated the conditions, the firm will be terminated.
- i) The, rate quoted once will be remain firm for that particular dealing. Any Conditions of the firm sent along with proposal if any, shall not binding on us.
- j) The price accepted by TSREDCO is final and no deviation from it will be accepted in this regard. Except the price quoted may be reduced as per the negotiations made by TSREDCO.
- k) In case of any dispute between the parties, the arbitration shall be at Hyderabad Judiciary.
- l) The selected firm will have to complete the job as per term and conditions specified above.
- m) TSREDCO reserves the right to accept or reject any or all EoIs without assigning any reason thereof.
- n) If the firm is not performing as per the TSREDCO's requirement, the same will be treated as non-responsive and the 10% of the security deposit will be forfeited and the remaining, if any, amount will not be paid by TSREDCO.
- o) During the project period, the selected firm shall perform all the updates required from time to time as mentioned/ informed by the officials/representatives of TSREDCO without fail.
- p) EoI submitted by email after the due date and time will not be considered.
- q) For any query please write to plg@tsredco.telangana.gov.in 72 hours before the EoI submission last date. If any queries received after the above time will not be considered.
- r) Any amendments/ corrigendum's to this document will be uploaded on TSREDCO website only. No personal communication will be provided by TSREDCO

9. Payment Terms

The Payment will be done by TSREDCO as per the completion of the following project stages:

Project completion Stages	Amount released
Submission and Acceptance of developed script with timeline by TSREDCO	20 % of the total contracted price
Completion of video shoot at Design Stage	
Completion of video shoot at Pre-Construction Stage	
Completion of video shoot during Construction Stage	25 % of the total contracted price
Completion of video shoot during Operation Stage	25 % of the total contracted price
Submission of initial videos developed and acceptance by TSREDCO	10 % of the total contracted price
Submission of final film (three cuts)	20 % of the total contracted price (Final Payment)

Annexure I: Bid Form

Sl.No.	Particulars	Description						
1	Name, Address of the organization/firm							
2	Name, Designation, Address and telephone no. of the authorized person							
3	Whether firm is registered, if Yes, please provide the registration certificate or GST certificate (Please attach copies)							
4	PAN No. (enclose the copy of self-attested PAN card)							
5	Please enclose the list of professionals and no. of years in association with the organization. (enclose the list separately duly signing on the company letter head, if required)							
6	List the relevant works and enclose the proof of documents such as copies of work orders, work completion certificates in past three years etc.							
7	Latest Income Tax Returns (Please attach copy)							
8	Annual Turnover: 2017-18, 2018-19 and 2019-20. Enclose turnover certificate certified by CA	<table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;">2018-19</td> <td style="width: 100px;"></td> </tr> <tr> <td style="text-align: center;">2019-20</td> <td></td> </tr> <tr> <td style="text-align: center;">2020-21</td> <td></td> </tr> </table>	2018-19		2019-20		2020-21	
2018-19								
2019-20								
2020-21								
9	Detailed procedure adopted in developing the film i.e., pre- production, production and post production stages (Attach a separate document)							

(Attach separate sheets, if necessary)

Declaration:

This is to certify that I/We before signing this job assignment have read and fully understood all the terms and conditions contained in the document and undertake myself/ourselves to strictly abide by them.

**Signature of the officer with name,
designation, seal and date**

Annexure II: Financial Bid

(to be submitted on your company letterhead)

Date:

To
The Vice Chairman & Managing Director
TSREDCO, Khairatabad,
Hyderabad

Sir,

Sub: EoI for developing documentary film on construction of Construction of Net-Zero Energy and Super ECBC complied Office Building for TSREDCO & TSSPDCL at Hyderabad, Telangana – Submission of Financial Proposal- reg

Ref: TSREDCO/Plg./NZE/2021-22, Date: 14.06.2021

Sl. No.	Description	Quoted Rate (in INR)	GST (in INR)	Total (in INR)
1.	Organization/ Agency charges for developing documentary film on construction of Net-Zero Energy Office Building for TSREDCO & TSSPDCL at Hyderabad, Telangana as per the scope of Work and duration for 2 1/2 years tentatively			
Grand Total (in words: _____)				

Note:

All prices/rates quoted must comply with the terms and conditions of ToR and Scope of work

This is to certify that I/We Name of the authorised person, Name of Organization before signing this financial price, have read EoI and fully understood all the terms and conditions mentioned in the document and undertake myself/ourselves to strictly abide by them

Signature of the firm with name, designation, seal and date

Annexure III: Format for self-declaration

(to be submitted on your company letterhead)

Date:

To
The Vice Chairman & Managing Director
TSREDCO, Khairatabad,
Hyderabad

Sir,

Sub: EoI for developing documentary film on construction of Construction of Net-Zero Energy and Super ECBC complied Office Building for TSREDCO & TSSPDCL at Hyderabad, Telangana – Self Declaration as not banned/ blacklisted -Reg.

Ref: TSREDCO/Plg./NZEB/2021-22, Date: 14.06.2021

It is to declare that M/s _____, is not be blacklisted/ banned by any private or state / central Government agencies/organisations

Thanking you,

Yours faithfully

Sign & Seal

Annexure IV: Covering letter format

(to be submitted on your company letterhead)

Date:

To
The Vice Chairman & Managing Director
TSREDCO, Khairatabad,
Hyderabad

Sir,

Sub: EoI for developing documentary film on construction of Construction of Net-Zero Energy and Super ECBC complied Office Building for TSREDCO & TSSPDCL at Hyderabad, Telangana – Submission of EoI -Reg.

Ref: _____

I _____, herewith submitting the tender as per the scope of work for **developing documentary film on construction of Construction of Net-Zero Energy and Super ECBC complied Office Building for TSREDCO & TSSPDCL at Hyderabad, Telangana.**

1. I, the undersigned, having read and examined in detail the invitation for EoI document and do hereby express my interest to provide the services as specified in the document.
2. I have read the provisions of invitation for EoI document and confirm that these are acceptable to me.
3. I have not indulged in any corrupt or fraudulent practices in preparing this tender document.
4. I shall bear all costs incurred in connection with the preparation and submission of the EoI.
5. I am enclosing the filled Annexure forms along with supporting documents, meeting the EoI requirements.

I hereby declare that all the information and statements made in this proposal are true and accept that any misinterpretation contained in it may lead to my disqualification.

Thanking you,

Yours faithfully

Sign & Seal

Annexure V: Checklist

S.No	Description	Submitted in Technical Proposal	Page No. (see Note below)
1	Certificate of Incorporation issued under Indian Companies Act, 1956/ latest year from Registrar of Companies or partnership deed or GST certificate in case of proprietorship companies.	Yes /No	
2	Turnover certificate certified by the chartered accountant and self-attested	Yes /No	
3	Self-attested work orders or customer satisfaction letters (at least one project in each financial year for three years)	Yes /No	
4	Self-declaration letter on company/ firm letter head as per the format provided in Annexure III.	Yes /No	
5	Self-attested document on company letter head mentioning the list of equipments/ software along with licence proposed for this assignment and availability with firm whether own or hired	Yes /No	
6	List of Professional as mentioned in the Bid Form (Annexure I)		
7	Document containing the hyperlinks of past videos/ documentaries / films developed by the organizations/ firm	Yes /No	
8	Copy of GST Certificate		
9	Copy of PAN Card		
10	Proof of Local Branch/ unit/ corporate office/ existence in Telangana	Yes /No	
11	Covering letter on company letter head as per the format provided in Annexure IV	Yes /No	
12	Copy of latest IT returns	Yes /No	
13	Duly signed and stamped scan copy of the complete EoI document on all pages	Yes /No	

Note:

* the interested organizations shall provide the respective page no. in the above table for the respective attachments to be enclosed along with tender document.