

## Terms of Reference/Request for Proposal

**Date: 08.03.2023**

Proposals are invited by TIDE for **‘Providing videography and technical support for one-day workshop on The Prohibition of Employment as Manual Scavengers and their Rehabilitation Act, 2013 at Mysuru, Karnataka’**

### **Introduction:**

#### **TIDE**

Technology Informatics Design Endeavour (TIDE) is a development organization based in Bengaluru that leverages technology for conserving the environment, creating livelihoods, and addressing societal issues. TIDE's work encompasses energy access and biomass-based cooking solutions, environment conservation through energy waste and water interventions, and Technology based innovative livelihoods, particularly with focus on rural women. TIDE is currently implementing a project titled ‘Integrated Water Management’ in partnership with BORDA, in two towns of Karnataka. For more information about TIDE, please visit <https://tide-india.org>.

Title	<b>‘Providing videography and technical support for one-day workshop on The Prohibition of Employment as Manual Scavengers and their Rehabilitation Act, 2013 at Mysuru, Karnataka’</b>
Location	Mysuru
Nature of Assignment	The overall activity aims to provide service required for a one-day workshop in Mysuru, Karnataka. The project will be implemented in collaboration with Karnataka State Commission for Safai Karmacharis
Contract period	The contract period will be for the duration of 3 days

### **Terms of Reference**

The Service provider shall be responsible for the activities and roles mentioned herein and shall also support TIDE wherever reasonable and possible, to ensure that the objectives of the assignment are met. The details of the assignment are given below,

#### **Scope of work of the Assignment**

The stipulated scope of work involved carrying out the following activities:

Sl.no	Item	Particulars	Instructions
1	LED screen on stage	20x10ft (Subjected to change as per requirement)	<ul style="list-style-type: none"> <li>• Live display of the speaker on stage and presentations through LED screen</li> </ul>
2	Videography	Two-cam coverage.	<ul style="list-style-type: none"> <li>• One cam fixed for speaker</li> <li>• One cam for wide shots</li> <li>• Full footage of the complete proceedings to be provided after event.</li> </ul>
3	Photography	One camera	Complete coverage of the event (soft copy)
4	Inauguration Lamp setup	Brass Lamp with flower, candle & matches	
5	Floral decorations		<ul style="list-style-type: none"> <li>• On the front railings on the stage</li> <li>• Basic decorations on the entrance</li> </ul>
6	Carpet coverage on stage	As per requirement at the stage	
7	Chairs & teapoy	As per requirement	

**Note:**

*The agency/individual will provide all necessary filming, production, and post-production equipment. No equipment or software (i.e., cameras, computers, movie editing software, etc.) shall be purchased under this activity. The agency is solely responsible for engaging a local company to facilitate all aspects of this contract if necessary. All costs associated with the film production and photography will be the sole responsibility of the agency/individual and should be incorporated in the contract cost proposal.*

**Duration of the Assignment**

The project shall be executed within 2 days from the date of awarding of contract, from 13<sup>th</sup> of March 2023 to 15<sup>th</sup> of March 2023. The supplier should adhere to the work plan as shown below. **(Subject to revision based on mutual consent or as per ground condition)**

**Eligibility criteria:**

The company/firm/supplier should meet the following minimum eligibility criteria:

<ul style="list-style-type: none"> <li>The company/firm/supplier should be registered with legally binding registration document</li> </ul>
<ul style="list-style-type: none"> <li>The company/firm/supplier shouldn't have been blacklisted by central/state government agencies</li> </ul>
<p><i>Note: The Supplier need to submit the supporting documentary evidence for the criteria.</i></p>

**Evaluation Criteria:**

Sl No	Indicator	Description	Document Evidence	Weightage
1	Experience	The company/firm/Supplier should have registered not less than 3 years and should have 3 years of experience in concerned field (Supplying the materials)	Work order/ Work completion certificate/ Self certification providing details of project (Details of project should include Name of project and description, Start and completion date of the project, Location and total project cost, Photographs)	60%
3	Bid Price	Price quoted by the agency		40%
<p><i>Note: All the eligible firms will be graded on the above criteria. The one with the highest grade/score will be awarded the contract.</i></p>				

**Work Plan:**

The work plan is as follows:

SL No.	Activity	Timeline	
		March 13 <sup>th</sup>	March 15 <sup>th</sup>
1	Award of contract		
3	Submit final video footage with photographs and raw footage		

*Note: Timelines will be finalised in consultation with the Consultant at the contract award stage.*

**Schedule of Payment:**

Sl. No	Deliverable	Payment in %
1	Upon Handover of the final video footage with photographs and raw footage	100%

*Note: Payment schedule will be finalized in consultation with the Supplier at the contract award stage*

**Submission of Proposal and deliverables:**

The hardcopy of the invoices along with supporting documents must be submitted to TIDE office and the softcopy over email with email id: [ashwin.kumar@tide-india.org](mailto:ashwin.kumar@tide-india.org), [santhosh.cibi@tide-india.org](mailto:santhosh.cibi@tide-india.org), [iwm.accountant@tide-india.org](mailto:iwm.accountant@tide-india.org) and IWM\_ with the following documents attached as,

- Supporting documents for eligibility and evaluation criteria
- Self-certification of not being blacklisted by central/state government agencies

**Confidentiality and Intellectual and Other Propriety Rights**

All reports, notes, statistics and other documents and data compiled and collected, or software developed by the Consultant under this Agreement shall be confidential and the property of TIDE. The Parties herein agree to keep the terms of this TOR all or any information which any or all of the parties herein shall become acquainted with shall not be disclosed, either directly or indirectly to third parties or be used in any way, or in any manner that would be detrimental to the business of the partners.

Sd/-

Director-TIDE

## **ANNEXURES**

Annexure I: Letter for EOI Submission to Be Submitted on the letter Head of the Institution

Annexure II: Information regarding any Conflicting activities and declaration

Annexure III: Quote/Bid FORM

**TO BE SUBMITTED ON THE LETTER HEAD**

**ANNEXURE I**

**LETTER FOR EOI SUBMISSION TO BE SUBMITTED ON THE LETTER HEAD OF THE  
INSTITUTION**

Ref: No:

Date:

Executive Director,  
TIDE, FF-1, Sapthagiri Apartments,  
No.30, 10th Cross, 15th Main Road, .  
RMV Extension, Sadashivnagar,  
Bengaluru – 560080

Dear Sir/Madam

We, the undersigned, offer to provide the services as required in your invitation for EOI dated: /03/2023. We are hereby submitting our proposal with all the requisite information and documents.

We hereby certify that all the information and statements made in this proposal are true and accept that any misstatement or misrepresentation in the enclosed documents may lead to our disqualification.

We understand that you are not bound to accept/reject any proposal without assigning any reason.

Yours faithfully

Authorized Signatory

NAME & DESIGNATION

**ANNEXURE II****INFORMATION REGARDING ANY CONFLICTING ACTIVITIES AND DECLARATION THEREOF**

Is the party engaged in any activities which conflict with the proposed activities of TIDE as mentioned in this document?

**If yes:**

Please furnish information of activities the institution is engaged in, which in your opinion, is of a nature that conflicts with the assignment desired to be awarded by CoE.

**If no:**

We hereby declare that our organization is not either directly or indirectly engaged in any activities which can be termed as conflicting activities as mentioned in the EOI document. It is understood that any misrepresentation or misstatement in this regard shall render our organization to be disqualified from the entire process.

Signature of the authorized signatory

Name

**TO BE SUBMITTED ON THE LETTER HEAD****ANNEXURE III****Quote/Bid FORM**

To

The Executive Director

TIDE

FF-1, Sapthagiri Apartments, No. 30, 10th Cross, 15th Main Rd,

Raj Mahal Vilas Extension, Sadashivanagar,

Bengaluru, 560080

I hereby offer to submit our EOI for the assignment titled for “ \_\_\_\_\_ ”  
as Service Provider/services etc.

Sl No.	Parameters	Particulars/Description
1.	Name	
2.	Address	
3.	Contact Details	Email: Mobile:
4.	Total Cost/Fee (in Rupees) Inclusive of GST for work completion as per ToR	
5.	GST Number (If no GST please mention in Annexure IV)	

Declaration:

I certify that the above particulars are correct, and I understand and agree that if any statement is found to be false or not correct, TIDE reserves the right to reject my quote

I certify that if awarded the assignment, I shall maintain confidentiality and shall avoid conflict of interests.

Date:

Signature:

Place:

Full name:





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Technology Informatics Design Endeavour  
FF1, Sapthagiri apartments, No 30, 10<sup>th</sup> cross, 15<sup>th</sup> main road, RMV extension, Sadashivanagar,  
Bengaluru – 560080

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Ph – 080 2361 2031