

## TENDER DOCUMENT

### 1. Scope of Work:

#### TRAINING MODULE ON PROCEDURES LAID DOWN IN JUVENILE JUSTICE (CARE AND PROTECTION) ACT 2015 AND ITS RULES

The Union Territory Child Protection Society intends to prepare one documentary of 25-30 minutes in High Definition Format to serve as a training and capacity building module on procedures and guidelines of children covered under the Juvenile Justice (Care and Protection of Children) Act 2015 and its rules. This will encompass all children mentioned in the Act including procedures on Non Institutional Care services such as adoption, foster care, sponsorship, etc.

The core module of the film "Training Module On Procedures Laid Down In Juvenile Justice (Care and Protection) Act 2015 And its Rules" will be targeting primary stakeholders and duty bearers like Police, Child Welfare Committee, Juvenile Justice Board, Child Care Institutions, Medical Officers, Child Welfare Officers, Counselors, District Child Protection Unit and relevant others viz-a-viz the existing structures in Chandigarh. Its main objective will be to delineate the Child Protection mandate and the specific rules, regulations and protocols it entails and set out the roles and tasks of personnel as it relates to child protection, situational awareness, and child protection considerations in operations, responses and appropriate actions when encountering /dealing with children at risk and scenario discussion. The 10 minute duration film will be for target groups who are laypersons, like community, parents, students of schools, colleges, universities, legal aid volunteers emphasizing on their roles, duties and about the guiding principles towards child protection and also giving an overview of the roles of primary duty bearers.

It aims to be a comprehensive reference guide for those working in a range of professions or agencies towards children in conflict with law and children in need of care and protection framework and is intended to help them effectively teach the principles and enable successful implementation. The main script should be in Hindi with subtitle in English and dubbed in Punjabi and English and video should be presentable at National level as well.

The script contents should be factually and legally correct as per the provisions of the Juvenile Justice (Care and Protection of Children) Act 2015. The documentaries should be informative and so designed as to serve as audio visual training module and guides for relevant stakeholders as specified above and include standard operating procedures, specific mandates and useful techniques for facilitation on identification, response and safeguarding children from abuse, exploitation, violence and neglect. The outlines of the procedure for a general overview for the bidders are annexed in the document as "ANNEXURE-I FLOWCHARTS"

### 2. Who can apply?

Bids are invited from an individual/firm/company/Consortium who is directly associated in the field of film making as well as social work. In case of consortium, there can be a maximum of 3 (three) members in a consortium. The technical and financial capabilities of members in the consortium as a whole will be considered for evaluation. The bidder if it is consortium will have to submit along with tender Memorandum of Agreement indicating inter alia therein a lead member and extent of participation by each member, on Non-Judicial paper, signed by all the consortium members and duly notarized. The lead Member should be an expert in film making. All the members of the consortium shall be liable jointly and severally for the execution of the assignment in accordance with the terms and conditions of the contract and any other matter as required under the contract. The bidder shall also fulfill the eligibility criteria.

### 3: Eligibility Criteria

3.1(i). The bidder should have minimum average annual financial turnover of Rs 3 lacs (Rupees three lacs) during the last three years ending 31<sup>st</sup> March 2016 (i.e. 2013-14 and 2014-15, 2015-16).

3.1(ii) During last 7 years (i.e. as on 31<sup>st</sup> May 2016) the bidder should have already produced/handled at least two similar documentaries of 15-30 minutes, under their own banner costing each not less than the amount equal to 50% of the estimated cost of 8.50 lacs.

3.1. (Iii). The bidder should have latest technology, cinematography for video creativity, background music and video should be presentable at national Level.

3.2:- Criteria of Technical Evaluation: The evaluation matrix along with the maximum marks that can be scored is given below:

Sr. No.	Details required/parameters on which bidder will be scored.	Maximum Marks
(a)	The bidders must showcase two of the films/documentaries of at least 15 minutes already executed/handled by the bidders to evaluate the quality of the project	30
(b)	To assess the technical skills, the bidders will be asked to critically evaluate a movie shown to him and give his comments on what was good about it and how he would re- do it in the given budget.	20
(c)	Key personnel capacity – Experience/CV ( 2-3 persons)	20
(d)	Concept/Draft Script on how the Bidder will make a Film on the theme he intends to make (2000 Words) .	30

3.3:- At the time of opening of technical bid, the bidder shall make a detailed presentation to the committee as may be constituted by the Chairperson , Union Territory Child Protection Society. The bidder himself/herself alongwith his/her technical person shall make the presentation and also in order to assess technical expertise. The bidder will have to secure minimum 70 marks as per QCBS to be technically qualified.

#### 4. Guidelines for Submission of Technical and Financial Bid:

4.1. Sealed technical and financial bids in separated envelopes are required to be submitted, super scribing the “bid for documentary on training module on procedures laid down in Juvenile Justice (Care and Protection) Act 2015 and its Rules” on the envelop well before the due date and time as stipulated in the advertisement . Bidders may note that conditional bids are not allowed and shall be liable for rejection summarily, without assigning any reason.

4.2 Cover I: Technical Bid: Super scribe “Technical Bid for documentary on training module on procedures laid down in juvenile justice (care and protection) act 2015 and its rules and to include the following document:

- a) The details of short films made by the Agency/organization/individuals along with copies of the video films in DVD format.
- b) The Bidder shall be required to submit the filled copies of income-tax returns of last three years with TAN/PAN number. The bidder should also submit, duly verified by a Chartered Accountant (indicating membership no of Chartered Accountant in his seal), balance sheets and profit and loss accounts of his firm/company for the preceding three years and a Self Attested copy of Service Tax Registration Certificate.
- c) Bid-data of the key persons of his/her creative team. Composition of creative team to be submitted along with bio-data of at least Director, Cinematographer Script Writer & Music Director, work done by the members of the creative team as well as the bidder, may be stated along with the documentary proof. The bidder will also submit documentary proof of ownership/retainer-ship of production facilities, if any.
- d) The Bidder will submit a certificate to the effect that the information submitted by him/her is correct. Anyone found guilty of furnishing false information shall be disqualified directly.

- e) The bidder or his/her duly authorized representative may be required to make presentation before the Technical Committee of the Union Territory Child Protection Society under the aegis of Department of Social Welfare Woman and Child Development, Chandigarh at his/her own cost.
- f) The Bidder shall submit an affidavit that they have not been at any time individually or collectively blacklisted or banned or delisted for any government or Quasi Government of Agencies or PSUs.
- g) Earnest money deposit(EMD) of Rs.50,000/-(Rs Fifty thousand Only) should be submitted in the form of demand draft, fixed deposit receipt, bank guarantee from any of the commercial banks in favor of Union Territory Child Protection Society, Chandigarh. EMD will be returned to the unsuccessful, bidders after the final selection.
- h) For the selected bidder, EMD amount would be retained as performance security valid up to 60 days beyond the date of completion of work.
- i) The performance security shall be subject to forfeiture in case of unsatisfactory/sub standard quality of film, in addition to other punitive action as the Chairperson, UTCPS or Member Secretary, UTCPS-Cum-Director Social Welfare Department, UT may deem fit.
- j) The bidder will also have to submit a show-reel of his production work undertaken in the last 7 years.
- k) The bidder will be required to display capability for multi-language translation.

4.2. Cover 2:- Super scribe the "Financial Bid for documentary on training module on procedures laid down in juvenile justice (care and protection) act 2015 and its rules" duly dated and to include the following documents/details:

The maximum ceiling of financial bid on the One documentary on Training module has been worked out and fixed at Rs. 8.50 lacs at DAVP rates (plus tax extra and less deductions if any) for production of training module for 25-30 minutes but the bidder is to quote discount percentage on maximum ceiling. No other payment will be made. Therefore, while quoting the discount percentage; the bidders should take into account all aspects. However, in case re-voiceover, re-shooting and re-editing additional payment amount to Rs 12,000, Rs. 30,000 and Rs. 18,000 respectively will be payable.

4.3 Outer cover: - The outer sealed cover containing Cover 1 and cover 2 as indicated above should be super scribed with "technical and financial Bid for documentary on training module on procedures laid down in juvenile justice (care and protection) act 2015 and its rules" and should have the full name, Postal address, fax, email and telephone numbers of the bidder in the prescribed Application Form as Annexure-II and should be submitted to the Member Secretary ,Union Territory Child Protection Society-cum-Director Social Welfare Woman Child Development, Sector 19B, Chandigarh, near Vatika School, Tel no 0172-2548000.

#### 5. Bid Rejection Criteria:

- 5.1. Bids shall be categorically rejected if the bids received after Tender closing date and time.
- 5.2. Bidder's failure to submit sufficient or complete details for evaluation of the bids within the given period.
- 5.3. Bidders who have quoted more than the estimate budget will be rejected.
- 5.1. Bids with technical requirements and/or terms not acceptable to Union Territory Child Protection Society.

#### 6. Schedule of Payment

- 6.1 An advance of 25% (of L-1 amount) will be given along with final concept and script as approved by the Chairperson UTCPS. The Department shall ask for Bank Guarantee equal to 110% of advance amount valid for 60 days beyond the date of completion all contract obligations from the Agency in order to safeguard the interest of the Government.
- 6.2 Any other advance payment may be made to the Agency as decided by the Chairperson, Union Territory Child Protection Society. But the advance payment shall not be more than 40 % (of L-1 amount) including the amount released as per the clause 6.1. The Department may ask for Bank Guarantee from the Agency in order to safeguard the interest of the Government.

- 6.2. Balance payment will be released only after final version of film complete in all respects is received and approved by the Chairperson, Union Territory Child Protection Society, Chandigarh Administration. (DVD format). The main script should be in Hindi with subtitle in English and dubbed in Punjabi and English.

7. General terms and conditions:

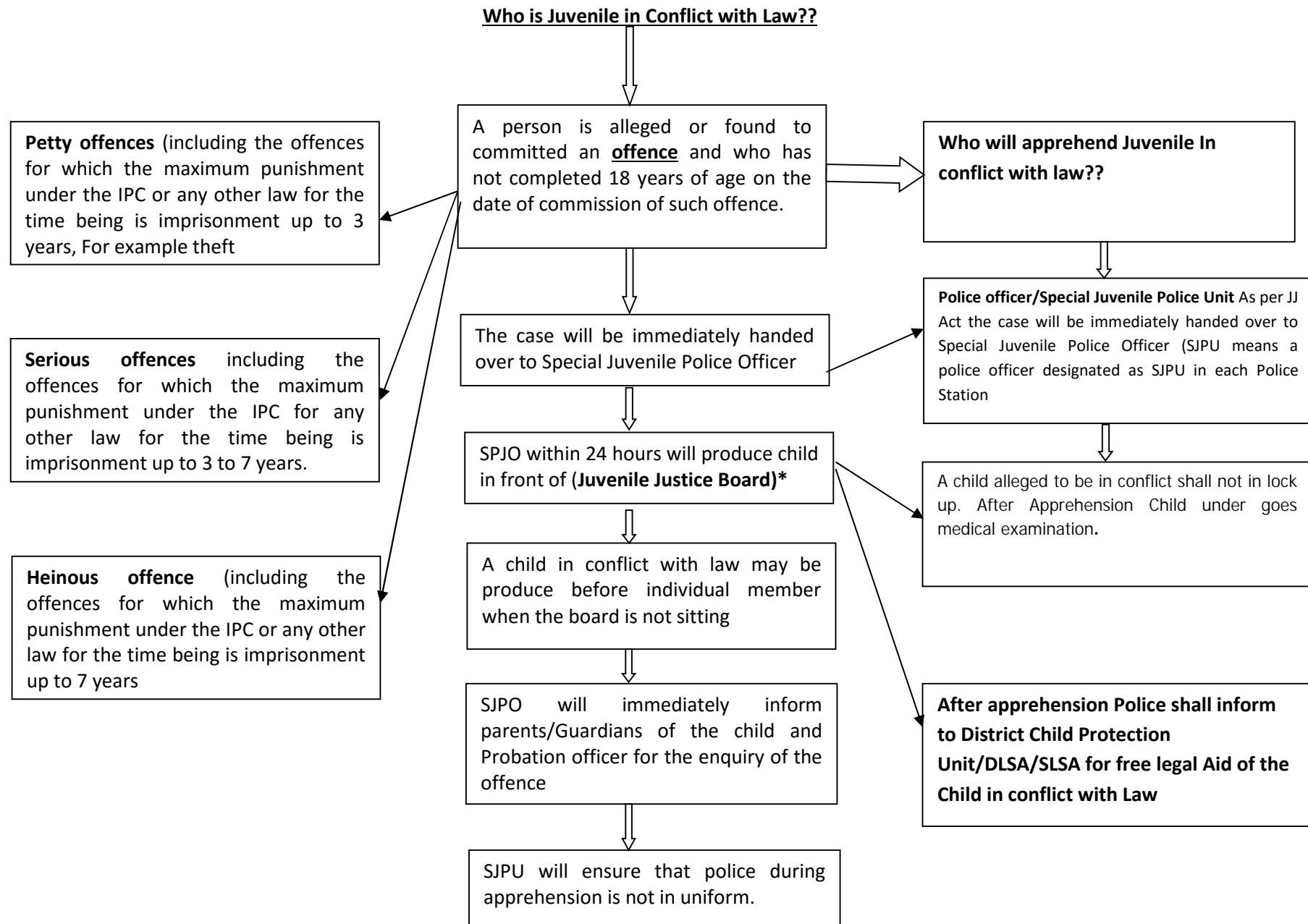
- 7.1 Period of validity of the Tender is 90 days from the closing date of the bids.
- 7.2 The bidders, whose technical bids are found as qualified by the technical committee as per QCBS, shall be shortlisted for financial evaluation.
- 7.3 The marks awarded to the bidders in the technical evaluation will be given a weight age of 70 percent. Similarly, the financial bids of the bidders will be given a weight age of 30 percent. The combined score of technical and financial score with weight age 70:30 will determine the top scorer who will be awarded the contract. In case two or more bidders obtain equal combined score then the bidder obtaining highest score in technical bid will be considered L-1 and contract shall be awarded to him/her.
- 7.4 The successful bidder will have to sign an agreement with Union Territory Child Protection Society which will include general term & conditions, penalty clause, bank guarantee, time frame and others. After signing the agreement, the successful bidder will complete the contract within 70 days.
- 7.5 The successful bidder will submit final script within 10 days of signing the agreement.
- 7.6 All necessary permissions for the film shoot will be obtained by the bidder. The bidder is required to complete the shoot within 30 days from the date of finalization of script and submit a rough cut of the film for preview and approval.
- 7.7 Within 15 days the rough cut of training module will be presented in training sessions for feedback from stakeholders. On the basis of feedback, UTCPS may ask the agency to make changes which shall be incorporated in the documentary by the bidder.
- 7.8 The bidder will submit the final version within 15 days, incorporating voice over, music track, etc. for final review and approval.
- 7.9 The ownership of the documentary both the unmixed & mixed versions will at all times rests with Union Territory Child Protection Society, Chandigarh and the agency will have no proprietary or other rights in respect to the same and will not use the material in any way.
- 7.10 In case any need arises after completion of work for the addition, editing etc in the training module, theme, content of script the same shall be done within 4 months from the date of completion of work with mutual consent of UTCPS and the agency at the cost not more than 20 % of the total cost of the contract.
- 7.11 The decision of the Competent Authority of this society/ authorities/authorized officer regarding approval of rates will be final. No complaints in this regard will be entertained.
- 7.12 During the course of technical evaluation if found necessary, UTCPS and the Department Social Welfare, Women and Child Development may seek supplementary details and the same be submitted within the stipulated time and non submission of such details in time may render such bids for disqualification for further evaluations.
- 7.13 All the technically shortlisted bidders shall be separately notified in writing or through e-mail.
- 7.14 In case of a successful bidder is a consortium, no member of the consortium shall leave after assigning the work order. In such case, the Chairperson UTCPS shall have the rights to cancel the order placed thereof.
- 7.15 Bidder must state categorically whether or not his offer conforms to all the tender terms and conditions.
- 7.16 The Member Secretary Union Territory Child Protection Society has right to extend the period of Job based on genuine reasons, if necessary.
- 7.17 Penalty will be imposed at the rate of 0.01%per day of the total cost of contract. If the delivery of the final product is delayed beyond the agreed schedule of the delivery.
- 7.18 The bidder should have the necessary infrastructure like High resolution camera with camera men, Pota Lights, Sound recorder with camera or mic, VO Studio, Music, Post – Production, Graphics etc. script writer, Director, Voice Over Artist, Cameramen, post-production team, expertise of dubbing voice in Hindi, English and Punjabi languages – spoken and written.
- 7.19 All costs and expenses incurred by the Bidder in any way with the development, preparation and submission of bid including but limited to, the attendance at meetings, discussions, demonstrations etc and providing any additional information required by the Union Territory Child Protection Society, Chandigarh will be borne entirely and exclusively by the Bidders.

- 7.20 No bidder will be eligible to have empanelment in more than one name (either in his own name or in the name of his/her close relative). Employees and close relatives of employees of Union Territory Child Protection Society and of Department of Social Welfare Woman and Child Development, other units of the department and its Media units/autonomous organizations will not be entitled to entrust the work. (Close relative means spouse, dependent children/parents/brothers/sisters and other dependents).
- 7.21 The Union Territory Child Protection Society, Chandigarh reserves the right to reject the applications without assigning any reason and also reserves the right to deduct full cost or apart thereof from the bill, in case work undertaken by the Agency/Producer is found sub-standard or unsatisfactory or not as per the specifications. All disputes will be settled under the jurisdiction of Chandigarh.

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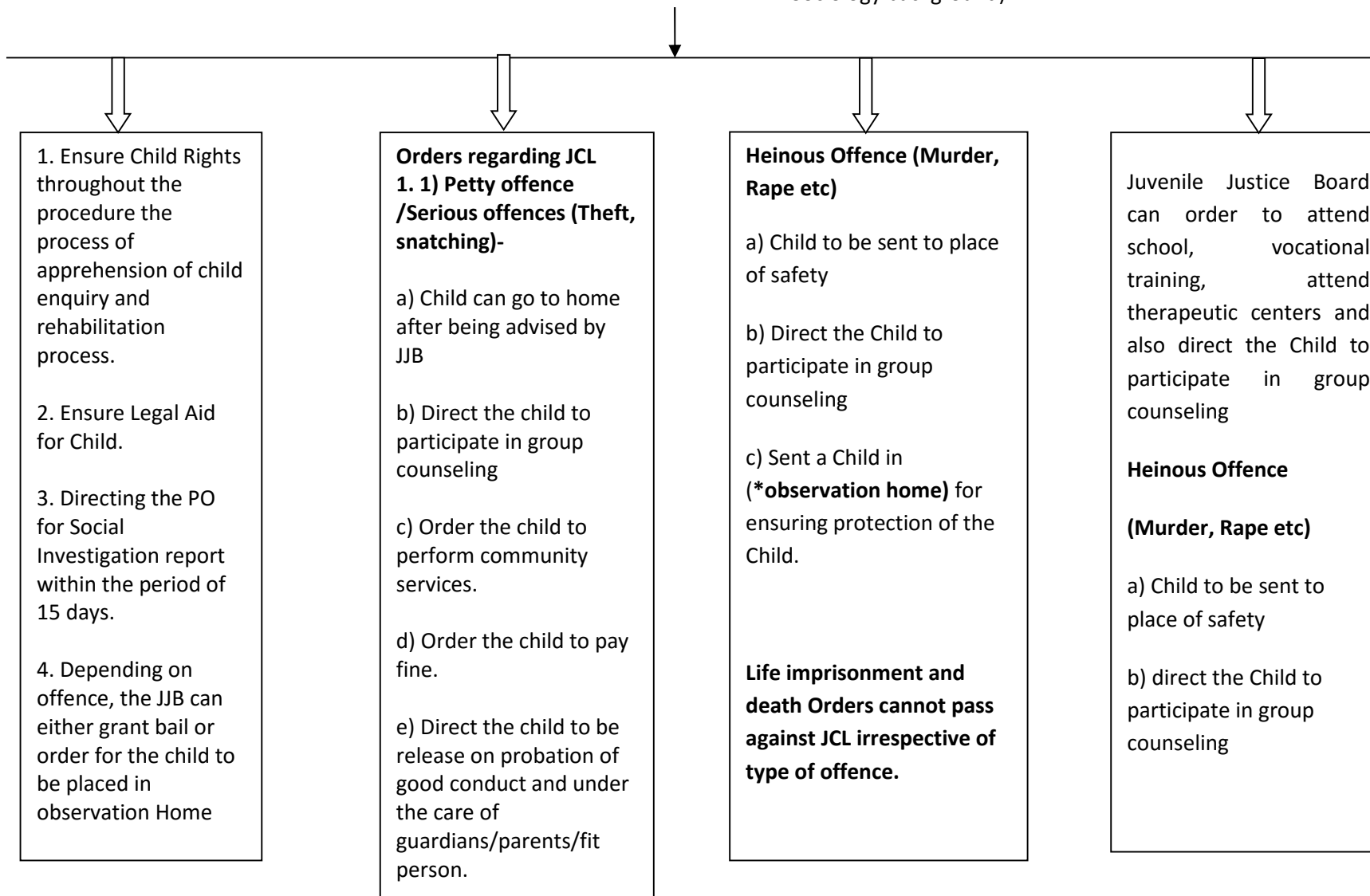
Member Secretary UTCPS  
-Cum-Director Social Welfare  
Women and Child Development  
Chandigarh Administration

**Procedure and Flow Chart in Child in conflict with law**



**Role of Juvenile Justice Board in Juvenile in conflict with Law**

(JJB is a statutory body consisting Principal Magistrate and two Social workers including on female member with having Psychology and Sociology background)



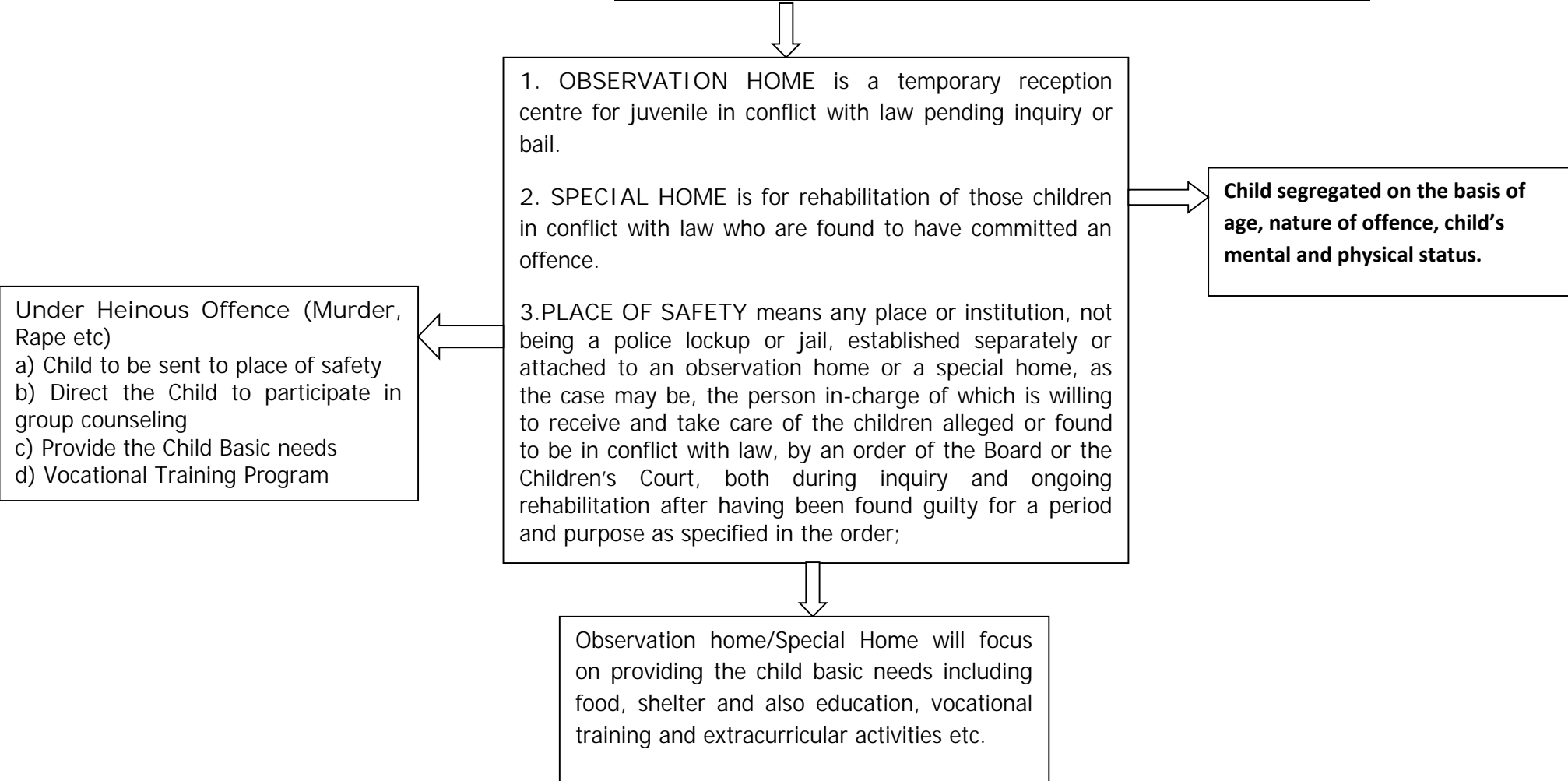
- 1. Ensure Child Rights throughout the procedure the process of apprehension of child enquiry and rehabilitation process.
- 2. Ensure Legal Aid for Child.
- 3. Directing the PO for Social Investigation report within the period of 15 days.
- 4. Depending on offence, the JJB can either grant bail or order for the child to be placed in observation Home

- Orders regarding JCL**  
**1. 1) Petty offence /Serious offences (Theft, snatching)-**
- a) Child can go to home after being advised by JJB
  - b) Direct the child to participate in group counseling
  - c) Order the child to perform community services.
  - d) Order the child to pay fine.
  - e) Direct the child to be release on probation of good conduct and under the care of guardians/parents/fit person.

- Heinous Offence (Murder, Rape etc)**
- a) Child to be sent to place of safety
  - b) Direct the Child to participate in group counseling
  - c) Sent a Child in (\*observation home) for ensuring protection of the Child.
- Life imprisonment and death Orders cannot pass against JCL irrespective of type of offence.**

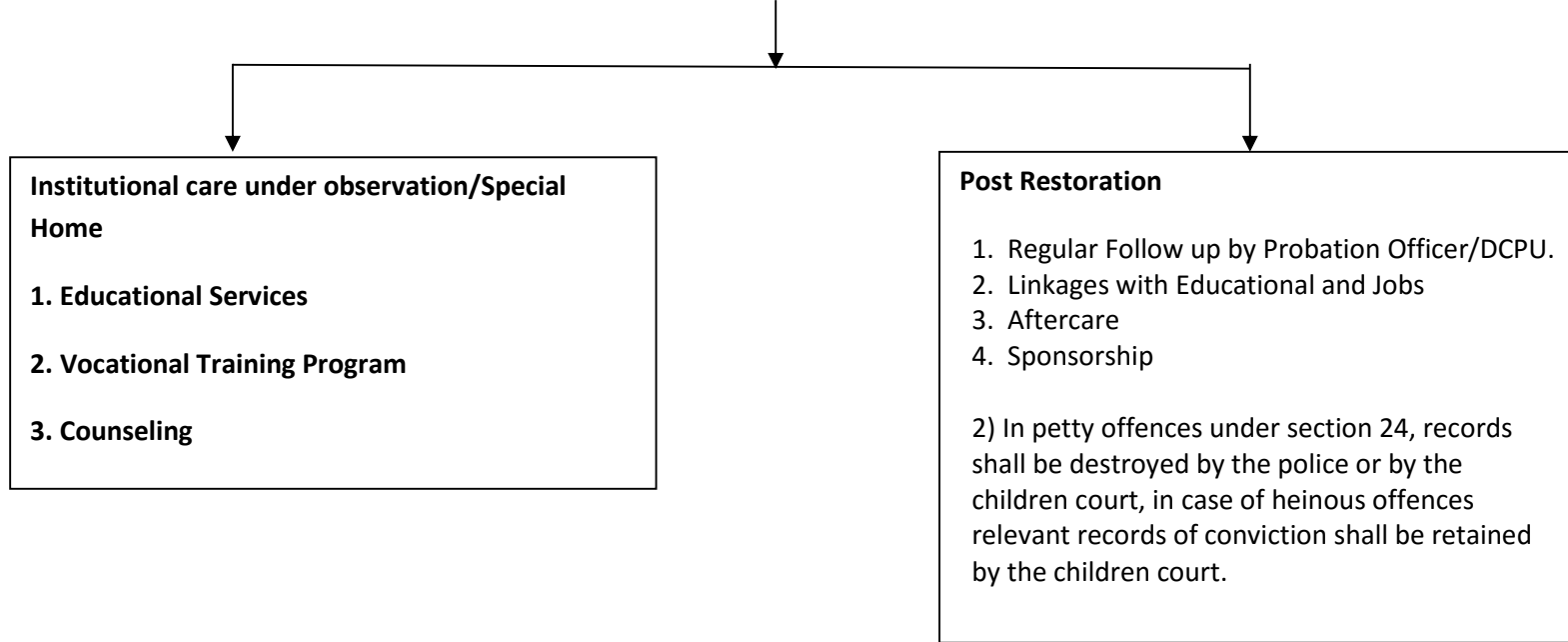
- Juvenile Justice Board can order to attend school, vocational training, attend therapeutic centers and also direct the Child to participate in group counseling
- Heinous Offence (Murder, Rape etc)**
- a) Child to be sent to place of safety
  - b) direct the Child to participate in group counseling

ROLE OF OBSERVATION HOME/SPECIAL HOME/PLACE OF SAFETY

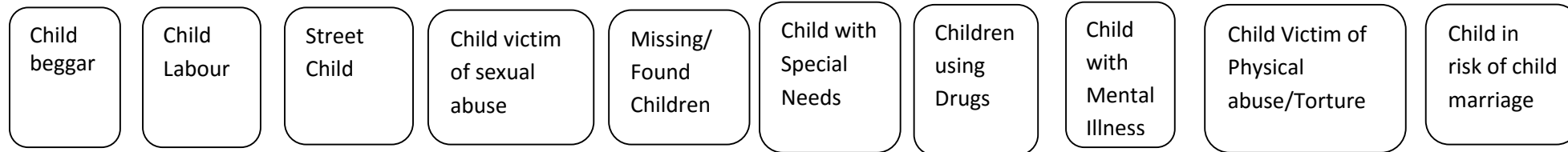




REHABILITATION PROCESS FOR THE JUVENILE IN CONFLICT WITH LAW



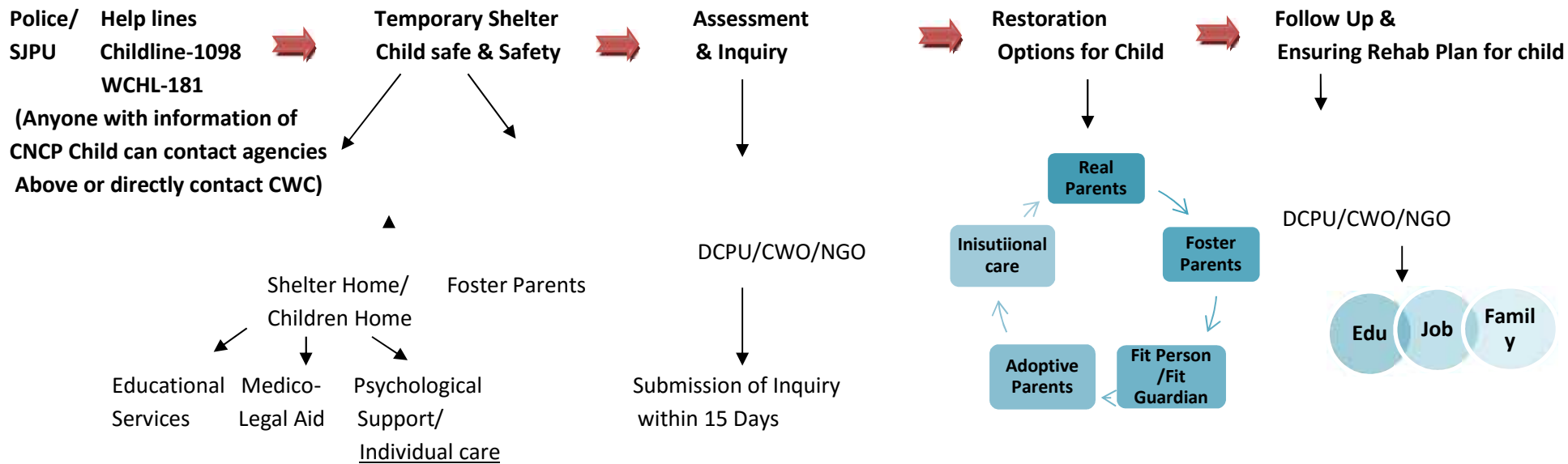
## CHILDREN IN NEED OF CARE AND PROTECTION



### RESCUE → ORDERS OF CHILD WELFARE COMMITTEE (CWC)

(ENSURING SAFETY & ASSESSMENT)

(RESTORATION & REHABILITATION)



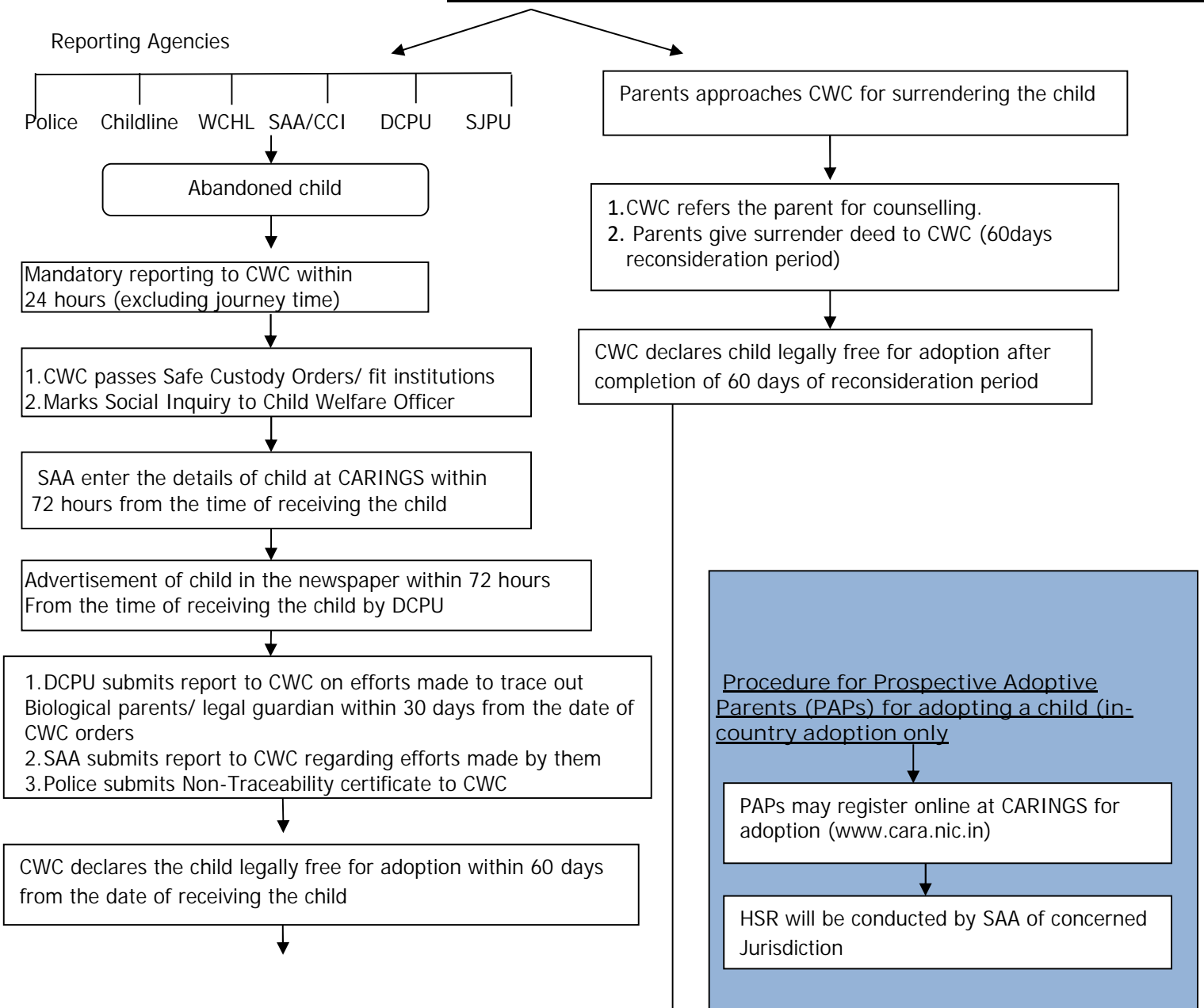
Plan made for every child

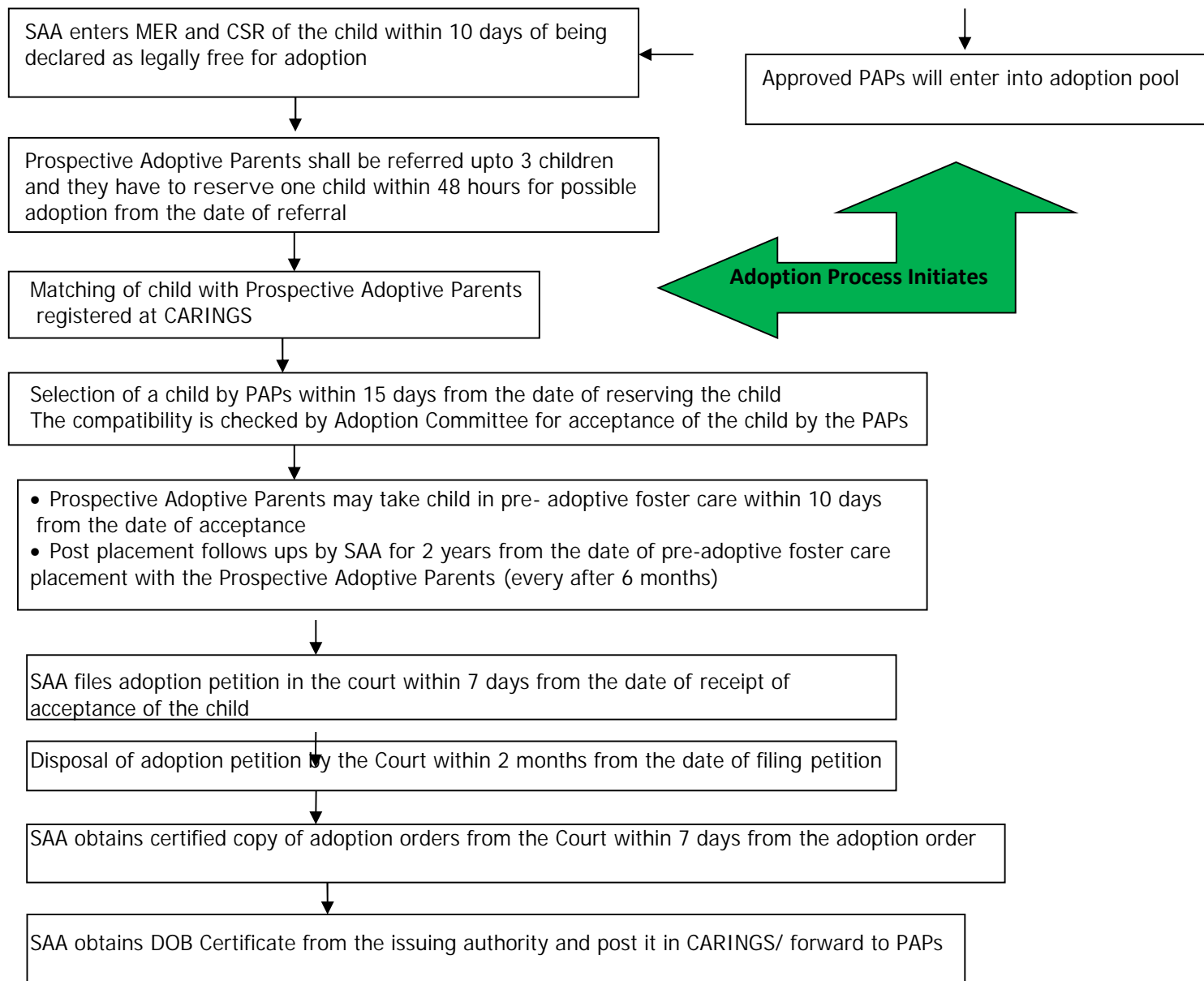
**WCHL-WOMEN AND CHILD HELPLINE (181)**  
**SJPU-SPECIAL JUVENILE POLICE UNIT**  
**CWC-CHILD WELFARE COMMITTEE**  
**DCPU-DISTRICT CHILD PROTECTION UNIT**  
**CWO-CHILD WELFARE OFFICE**

## Procedure of Children in Need of Care & Protection

IDENTIFICATION	RELEVANT LEGISLATIONS	AGENCIES FOR RESCUE (STEP 1)	REPORTING OF CASE (STEP 2)	ROLE OF CHILD WELFARE COMMITTEE (CWC) CASE OUTCOMES (ORDERS REGARDING CNCP)	INSTITUTIONAL CARE / NON INSTITUTIONAL CARE	POST RESTORATION OF CHILD TO FAMILY/ NON INSTITUTIONAL CARE	REMARKS
<p><b>Child In need of care and protection</b></p> <ol style="list-style-type: none"> <li>1. Child found begging</li> <li>2. Child engaged in labour in contravention of labour. laws</li> <li>3. Children at risk of being sexually abused.</li> <li>4. Missing or found child.</li> <li>5. Child at risk of child marriage</li> <li>6. Street Child</li> <li>7. Child in risk of being abused, neglected or exploited</li> <li>8. Child with mental illness</li> <li>9. Child with special needs</li> <li>10. Child suffering from incurable or terminal disease.</li> <li>11. Children at risk of using drugs/dependence</li> <li>12. Children at risk of being trafficked</li> </ol>	<p><b>1) Juvenile Justice (Care and Protection of Children ) Act 2015</b>  <b>2) Child Labour (Prohibition and Regulation) Act.</b>  <b>3) Protection of children from sexual offences Act, 2012</b>  <b>4) Child Marriage</b></p> <p><b>Guidelines for Aftercare Program- MWCD.</b></p>	<p><b>JJ ACT 2015</b>  Mandatory Reporting of cases to in case of Child found separated from Guardian (Abandoned/ Lost/Orphan /children )</p> <p style="text-align: center;">⇓</p> <p>To Agencies such as ;  1) CHILDLINE (1098)  2) Police (100)  3) The District Child Protection Unit- 0172-2548000.  4) Child Welfare Committee</p> <p><b>POCSO ACT 2012</b>  Mandatory reporting on Apprehension that sexual offence committed to  a) Special Juvenile Police Unit  b) Police -100</p> <p style="text-align: center;">⇓</p> <p><b>Inform Child welfare committee within 24 Hours</b></p>	<p>Case brought for production for Child Welfare Committee for necessary orders for care and rehabilitation.</p> <p><i>*The Child welfare Committee is a statutory body under JJ Act means to address cases of children in need of care and protection. The Child welfare committee can be contacted 24x7</i></p>	<ol style="list-style-type: none"> <li><b>1)</b> CWC will direct the Child welfare officers or probation officers or District Child Protection Unit or NGO to conduct social investigation to be submitted within 15 days</li> <li><b>2)</b> Place the child for temporary care with fit person or fit facility ( Recognized as fit by a Child Welfare Committee for a specific purpose, to receive the child)</li> <li><b>3)</b> Place child into Institutional care and ensuring care, protection and rehabilitation of child at <ol style="list-style-type: none"> <li>a) Shelter Home</li> <li>b) Children Home</li> <li>c)Open shelter</li> </ol> </li> <li><b>4)</b> Place child into Non Institutional care <ol style="list-style-type: none"> <li>a) Sponsorship</li> <li>b) Foster care</li> <li>c) Adoption through Specialized adoption agency</li> </ol> </li> <li><b>5)</b> Ensuring that all efforts are made for restoration of abandoned or lost children to their families</li> <li><b>6)</b> Can recommend filing of cases under relevant section of Act</li> <li><b>7)</b> Restore the child to guardians/parents after due inquiry and submission of documents.</li> </ol>	<p>Child placed in institutional care for short term or long term placement as per case or pending inquiry</p> <p>Efforts made for Restoration and reintegration of child back to family care and other options</p>	<p>Child can be immediately linked with non-institutional care options like sponsorship /Foster parents. / Aftercare services</p> <p>Child can also be gradually moved from institutional care to Non institutional care</p>	<ol style="list-style-type: none"> <li>1) Regular Follow up maintained by CWC by Child welfare officers</li> <li>2) Linkages with Educational /vocational/other services</li> </ol> <p><b>Mandatory reporting in case of child found separated from Guardian.</b></p> <p><b>Information of any CNCP child should reach CWC within 24 hours</b></p> <p><b>Anyone can directly bring CNCP child to CWC or refer to any agency.</b></p> <p><b>Its mandatory to have one female member in CWC</b></p> <p><b>Child cannot be kept at Police station.</b></p>

Rehabilitation of children without Parental/ Adult Care Flow Chart on Procedure of Adoption





CHECK LIST- TECHNICAL BID

Name of the Bidder:-

1.	Is the bid submitted in two bid system	Yes/No
2.	Has the bidder furnished bidder's/partner's particulars	Yes/No
3.	Has the bidder submitted the copies of Income Tax returns of last three financial years duly certified by a Chartered Accountant showing minimum average annual financial turnover of Rs. 3 Lacs.	Yes/No
4.	Has the bidder furnished (earnest money) as per tender document?	Yes/No
5.	Is the bidder fully complying with all the required qualifications as required in the tender document?	Yes/No
6.	Has the bidder enclosed self attested copy of TAN/PAN Number	Yes/No
7.	Has the bidder enclosed self attested copy of Service Tax Registration Certificate with Balance Sheets verified by Chartered Accountant for preceding 3 years	Yes/No
8.	Has the bidder enclosed an undertaking regarding non-blacklisting etc. in the shape of required affidavit	Yes/No
9.	Has the bidder submitted the requisite work orders/work done as proof etc. as per bid requirement i.e. Video films in DVD format.	Yes/No
10.	Has the bidder undertaken/ handled two similar short films of 15 under their own	

	banner in the past 7 years.	Yes/No
11.	Has the bidder submit a certificate to the effect that the information submitted by him/her is correct.	Yes/No
12.	Has the bidder signed each document with seal of the firm attached with the bid	Yes/No
13.	Has the bidder state categorically whether or not his/her offer conforms to all the tender terms and conditions	Yes/No

APPLICATION FORMAT FOR THE SUBMISSION OF TECHNICAL BID

Bidder Information

I/We wish to apply for the documentary on TRAINING MODULE ON PROCEDURES LAID DOWN IN JUVENILE JUSTICE (CARE AND PROTECTION) ACT 2015 AND ITS RULES.

S.no	Particulars	Details
1.	Name of the Bidder	
2.	Name of the individual/firm/company/Consortium	
3.	Complete Address for Communication	
4.	(i)Phone /Mobile Number  (ii) E-Mail Id	
5.	(i) PAN/TAN Number  (ii) Service Tax number  (iii) Average annual financial turnover of Rs 3 lacs (Rupees three lacs) during the	(i)  (ii)  (iii)



	last three years ending 31 <sup>st</sup> March 2016 (i.e. 2013-14 and 2014-15, 2015-16).	
6.	Brief description of the bidder already produced/handled at least two similar documentaries of 15-30 minutes, under their own banner.	
7.	Bid-data of the key persons of his/her creative team along with bio-data of at least Director, Cinematographer Script Writer & Music Director, work done by the members of the creative team as well as the bidder, may be stated along with the documentary proof attached .	
8.	Number of years experience in film making (attached work orders of earlier works with other government/Department/autonomous bodies/PSU,s and others.	
9.	Has the agency/firm/Individual/company/ Consortium have ever been blacklisted/defaulted by any organization	
10.	Has the bidder agency/firm/Individual/company/ Consortium have latest	

	technology, cinematography for video creativity, background music and video should be presentable at national Level.	
11.	Enclosed DD/Bank order for Rs. 51,000/- being EMD for the application	Rupees_____ DDNo_____dated_____drawn on _____ Bank_____

### DECLARATION

1. I/We\_\_\_\_\_authorized signatory for the proposer solemnly affirm that the facts stated above are correct and nothing has been with held. If any information submitted above is found false, I may liable to be suspended.
2. I permit Union Territory Child Protection Society to cross check the above facts from any other source.
3. I hereby declare that I/We shall adhere to the terms and conditions mentioned in tender.

Signature with Stamp

Full name

Date.