



Vigyan Prasar
(An Autonomous Organisation of Department of Science and Technology)
A-50, NCMRWF Building, Sector- 62 Noida (UP) 201309

VP/SOT/984/DD-Science/Empanelment/2018
Dated: 8th June 2018

Sub: Notice Inviting Tender for Rate contract for packaging, editing of existing science programmes.

Vigyan Prasar, an autonomous body of Department of Science & Technology, Govt. of India, needs packaging and editing of existing science programmes with anchor link, promos **etc.** Eligible agencies as are requested to send Technical and Financial bids in two separate envelopes and both should be put up in a another sealed envelope and clearly marked on the cover of envelope Technical bid/Financial or price bid, enquiry No., date of opening. Sealed envelope should reach to Vigyan Prasar latest by up to 11:00 A.M on 18 June, 2018. Quotations will be opened on same day i.e. 03:00 PM on 18 June, 2018. Vigyan Prasar may select agency/agencies for this work.

Scope of work

- Work of packaging and editing must be carried out for existing science programmes for one hour daily slot (60 minutes) on Doordarshan.
- Work involves selection of anchor, anchor scripting, and anchor shooting, editing and making of programmes promos. VP would provide soft copies of two episodes (duration of each episode between 20-24 minutes) for packaging in one hour slot.
- Work Order will be placed for actual quantity as and when requirement arises. Selected agency would submit complete packaging work within fifteen days of receipt of work order for 30 hrs duration (one month content for telecast)
- Agency will supply ready to telecast content.

Terms & Conditions: -

1. The Technical bid should be accompanied with an EMD of Rs.50,000.00/- and Non refundable tender fee of Rs.1000.00/- in the form of DD, drawn in favour of "Vigyan Prasar", payable at New Delhi or can be paid through online by NEFT/RTGS/IMPS to

Vigyan Prasar account as detailed below (kindly submit details of NEFT with the proposal the):-

Account Name/ VIGYAN PRASAR
ADDRESS- A- 50, NCMRWF BUILDING, SECTOR- 62, NOIDA.
NEFT/RTGS DETAIL
BANK NAME- UNION BANK OF INDIA.
BANK ACCOUNT NUMBER- 349902010040204.
IFSC CODE- FOR RTGS/NEFT- UBIN0534994.
BANK ADDRESS- SAFDARJANG DEVELOPMENT AREA,
C-4, COMMUNITY CENTRE, NEW DELHI- 110016

2. For the period from collection to returning of master tape/hard disk, firm must ensure the safety and safe custody of tapes/hard disk. In case of any loss or damage firm will be held responsible and total cost of tape/hard disk inclusive of all other costs involved will be recovered from the agency.
3. Please quote your rates in the prescribed format as per annexure -II, **the rates should be inclusive of all charges**, editing, anchor, anchor shooting, anchor croma, collection of programme, delivery, etc. but excluding taxes and no conditional quotations will be accepted. After awarding the contract if bidder fails to complete the work within stipulated time or not accepting the work order/empanelment letter his EMD will be forfeited.
4. The rates quoted by the agency should be valid for a period of one year. Number of agencies will be selected will be more than one as per discretion of Vigyan Prasar, subject to firm should agree to carry out the work at rate of lowest one. Generally all the work will be awarded to lowest one, however in case of large quantum of work, the same may be awarded to more than one firm at rates quoted by L-1 provided L-1 expresses inability to complete work in stipulated time frame. Contract will be awarded for a period of one year from the date of work order. Period of contract may be extended for further period of two years on mutual acceptance. There will not be any price revision during the contract period.
5. The quotations in a sealed cover addressed to “The Registrar, Vigyan Prasar, A – 50, Institutional Area, Sector – 62, Noida – 201 309” should reach VP on or before 18 June, 2018 by 11:00 AM. The envelope should be superscripted with “**packaging and editing of existing science programmes with programmes promos**”.
6. Quotations received late or incomplete shall summarily be rejected.
7. Agency/Agencies has/have to complete the job within the fifteen days of work order.
8. Agency/Agencies has/have to submit programme to Vigyan Prasar Delhi/Noida office as informed by Vigyan Prasar.

9. Payment to the agency/agencies will be made on delivery/supply of final product in good quality and along with self certified quality report by the firm as per media requirement. However in case packaged and edited programme will found not working or any other technical problem during the time of telecast or before reported by telecast agency or person, then total **cost of the packaging** as per invoice value will be recovered and in addition **10% penalty of total invoice value** will be imposed. VP reserves the right to cancel the contract and to blacklist the firm for a period of five years without giving any notice. Vigyan prasar reserves the right to cancel the whole contract or part thereof without assigning any reason at any time during the contract period and no claim on this account will be entertained.
10. Vigyan Prasar would provide master copy (move file) of the Programme at the time of packaging. The input material would have to be collected from VP by the agency and packaged programme (soft copy as per Doordarshan requirement) is required to be delivered at VP office.
11. Any dispute or differences including those considered as such by only one of the parties arising out of or in connection with this work shall be, to the extent possible, settled amicably between the parties. If amicable settlement cannot be reached, then all disputes shall be settled by an Arbitrator. The Director, Vigyan Prasar or any officer nominated by him will be the sole arbitrator and his/her award shall be final and binding upon both the parties without appeal and shall be in writing and set forth the findings of fact and the conclusions of Law.
12. In case of any proceedings/ Suits, Indian Law shall govern the contract and courts in New Delhi shall only have the jurisdiction to hear such matters.
13. Vigyan Prasar reserves the right to accept or reject any of the quotations without assigning any reason.
14. Only the firm having the infrastructure facility in Delhi/ NCR are eligible.
15. EMD will be returned back to all unsuccessful bidders within 30 days once the evaluation is completed and the contract is signed by the successful bidder.

ELIGIBILITY CRITERIA

- 1.1.1 Agency should have 3 year experience in science video production (work order enclosed).
- 1.1.2 Agency should have adequate in house infrastructural facilities (Editing machines, FCP, video studio) for the said work.
- 1.1.3 Only those agencies having adequate experience in production of anchor based video programmes (enclosed work order) will be eligible.
- 1.3 Agency should submit PAN and GST registration certificate, EMD, Tender Fee, all the pages of tender document duly signed and stamped accepting all the terms & condition of tender.
- 1.4 The agency should also enclose a certificate stating that his firm has a good reputation and there is no complaint against it and have not been blacklisted from any Govt organisation.

CHECK-LIST FOR TECHNICAL BID

- 2.1 Agencies must ensure that they meet the eligibility criteria.
- 2.2 Both the bids, tech & Price bids as per Annexure – I & II are to be kept in separate sealed envelope and then both envelope should be kept in another bigger envelope. Price bid only of technically qualified agencies will be opened.
- 2.3 EMD of Rs.50,000.00/- and non refundable tender fee of Rs.1000.00/- in the form of DD/NEFT/RTGS in favour of "**Vigyan Prasar**" Payable at New Delhi, PAN and GST registration certificate, all the pages of tender document duly signed and stamped accepting all the terms & condition of tender, Certificate stating that firm has good reputation and not blacklisted from any other organisation and List of machines/Infrastructural facilities with firm must be enclosed along with technical bid. If tenderer, does not submit any one among all these documents, his bid will be rejected. Vigyan Prasar may verify the infrastructural facilities.
- 2.4 Signature of bidder on all the pages of tender document as acceptance of all the terms and Conditions of tender.
- 2.5 Work Order will be issued to firm which quotes lowest price.

Price Bid (in sealed envelope)
(On the letterhead of the Applicant)

Rate for packaging and editing of one hour slot with promos is Rs..... (Including GST) as per the RFP No: **VP/SOT/984/DD-Science/empanelment/2018** Dated_____

Name of the Proposer:

Name of the Company:

Date:

Place:

Signature of the authorized signatory