



Vigyan Prasar

(An autonomous organization of the Department of Science and Technology, Govt. of India) A-50 Institutional Area, Sector-62, Noida (UP)

No: VP/1890/IT>CD/DST Web Portal/2017/Vol. II

Dated: 04/12/2017

Sub: Inviting quotations for shooting & production of video films (short duration) of Yoga Aasanas for Mobile App

1.0 Introduction

Vigyan Prasar (VP), an autonomous organization under the Department of Science and Technology, Noida invites proposals from reputed production agencies/producers for Production of Video of Yoga Aasanas for mobile app:

S.N.	Title of the project
1	Production of Video of Yoga Aasanas for mobile app

1.1 About the APP

Vigyan Prasar has developed “Celebrating Yoga”, the mobile app that provides a platform to share information and insights about peoples’ participation in Yoga activities and also to create awareness and encourage a scientifically healthy living. The purpose of the APP is to popularise Yoga and encourage people to participate and derive benefits and now has to be enriched with content, video, images and other relevant information.

Some videos of the Yoga Aasanas is proposed to be added in the mobile app in collaboration with Central Council for Research in Yoga and Naturopathy (CCRYN), Ministry of Ayush, Janakpuri, New Delhi.

2.0 Scope of Work:

- (i) Around 30 Aasanas of 5 minutes duration each will be shoot
- (ii) Maximum shooting duration will be 150 minutes
- (iii) Shooting will be done in HD and file will be compatible for all versions of Apps.
- (iv) Editing & packaging will be required with voice-over

- (v) Language: English/Hindi
- (vi) Locations within Delhi-NCR.

3.0 Project Duration:

The duration of project will be maximum 30 days from the date of work order. The schedule of the delivery will be as follows:

1. Shooting: 5 days after the work order.
2. Rough cut: 10 days from the date of schedule shoot
3. Final product: 15 days from the approval of the rough cut

4.0 Deliverables:

Submission of the masters will be in HD format including deliverables mentioned below:

- a. Mobile Compatible version of 5 minutes video each in DVDs
- b. You tube compatible version in DVDs
- c. Long edited cut of all yoga besides 5 minutes videos in two DVDs for telecast in all formats.

5.0 Eligibility:

Production Company/Agencies/Producers who are fulfilling the following conditions will be eligible to apply.

- (i) The registered company/firm should have minimum 3 years experience preceding the proposal due date, in similar assignments for production of documentaries and video serials.
- (ii) The registered company/firm should have well trained production and post-production team with all necessary equipments.

6.0 Evaluation Process:

Proposals will be evaluated in two bid system i.e. Technical and Financial Bid.

- The Technical bid will be evaluated on the basis of company's profile, previous work experience and sample work related to Science & Technology film/video attached by the proposer.
- The Technical Bid must be accompanied with the Bid Security (EMD) of ₹20,000 (Rupees Twenty Thousand only) in the form of DD/Banker's Cheque/ Bank Guarantee.
- The exemptions as applicable to the firms as per the norms of Government of India shall be considered by Vigyan Prasar. The bids without EMD or without exemption certificate would be summarily rejected.
- The Financial bid will be opened of those companies/firms who obtained more than 70 marks in the technical evaluation. Final selection will be made on lowest quoted basis L1.

7.0 How to Apply

The proposer must submit its **Proposal** in 'sealed envelopes' and submitted to VP. Rates in

prescribed format attached at Annexure I. Envelopes to be marked at the top in bold letters: [RFP NOTICE NO **VP/1890/IT>CD/DST Web Portal/2017/Vol. II**] in two bid formats separated Technical and Financial in one envelope.

(i) The bid must be accompanied with:-

· Proof of bidder being a:

- Registered company/Production houses with 3 years working experience in the field of production of science or environment or developmental or social sector television programmes.
- Registered company/production houses should have service tax, Pan Number etc.
- One good film related to S&T produced & developed by the company as a sample

(ii) The application must be submitted with a non refundable fee of Rs.500/- by way of DD / bank order drawn in the name of “Vigyan Prasar” payable at New Delhi.

(iii) The duly signed proposal should reach to: The Registrar, Vigyan Prasar, A-50, NCMRWF Campus, Institutional Area, Sector-62, NOIDA 201309, on or before 02:00 PM of 11/12/2017. Tenders received (by post or by hand) after due date and time will be summarily rejected. VP will not responsible for any postal delay.

Tender will be opened on 11/12/2017 at Vigyan Prasar, A-50 Institutional Area Sector 62 Noida at 03:00 pm. For any query related to submission of proposal, applicant may contact to Mrs K Dasgupta Misra, Scientist-F, Vigyan Prasar through email kdgm@vigyanprasar.gov.in.

8.0 Copyright:

Vigyan Prasar shall hold proprietary rights on the use, marketing contents, and intellectual etc. of the final edited film .This includes rights for video, cable, radio, website, internet, publishing, new media and conversion to film, CD, DVD formats etc.

9.0 Payment:

100% Payment including taxes and other statutory dues will be made after completion of work satisfactorily.

10.0. OTHER TERMS AND CONDITIIONS

- The production should be of high quality meeting the industry standards. Competent and approved talent/voices should be used.
- Appropriate use of modern editing techniques including rendering of text/ visuals, multi-layering, compositing, chromo key, special effects etc should be made to make the video capsule visually very rich.
- Shooting in high quality HD format is necessary which will be cross checked by Vigyan Prasar after production. Poor quality HD submission will charged with penalty as per decision of Director, VP.
- The Proposal shall be valid for a period of 180 days from the Proposal Due Date (the ‘PDD’).
- Director, Vigyan Prasar reserves the right to accept or reject any or all tender(s) without assigning any reason thereof.

- Director, Vigyan Prasar has right to extend the period of job based on genuine reasons if necessary.
- Penalty will be imposed as per rule if the delivery of the final product is delayed beyond the agreed date of delivery. Work should be completed as given at para 3.0 failing.
- Which a penalty of 0.5% of the total value of the project will be charged as penalty for every week of delay, upto maximum of 5% of total value of the project.

11.0. Arbitrations

- If any dispute, difference, question or dis-agreement shall at any time, hereafter arise, between the parties hereto or the respective representatives or assigns in connection with or arising out of the contract or duties of the said parties hereunder or any matter whatsoever incidental to his contract or otherwise concerning the works of execution or failure to execute the same whether during the progress of work or stipulated/ extended periods or before or after the compilation or abandonment thereof, it shall be referred to the sole arbitrator appointed by Director Vigyan Prasar. It will be no objection to any, such appointment that the arbitrator so appointed is an employee of this organization or that he had to deal with the matters to which contract relates and that in the course of his duties as this Organization employees he had expressed views on all or any of the matters in dispute of difference.



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Part – 1

Application Form

Proposer's Information

I/We wish to apply for the following Production of video of yoga aasanas for mobile application. Details are as under:

S.N.	Particulars	Details
1.	Name of Proposer	
2.	Name of the firm/company	
3.	Complete Address for communication (Address with pin code, telephone numbers, fax no and emails).	
4.	(i) Phone /Mobile Number (ii) Email Id	
5.	Legal status of Organization Is it a registered firm/company? (If a partnership firm, state the: name/s and address/es of your partners. If company, state the names and addresses of Directors, photocopies of the certificate of registration should be attached)	Yes No
6.	(i) PAN Number (ii) Service tax number/GST	(i) (ii)
7.	Brief Description of the Proposer's Activities	
8.	Number of years experience in film making. (Attached work orders of earlier works with other government departments/autonomous bodies /PSU's and others)	
9.	Number of films produced in Science Technology/Environment/Agriculture and others)	
10.	Has the Agency/it's its sister concern/any director ever been blacklisted/defaulted by any organization?	
11.	Enclosed DD/Bank order detail for Rs 500	Rupees..... DD No..... dateddrawn on bank..... being non-refundable application fee for proposal
12.	Enclosed being submitted by us for please find DD/Bank order detail for Rs 20,000/- being EMD for the application	Rupees..... DD No..... dateddrawn on bank.....
13.	Any other relevant information	

DECLARATION

- (i) I..... (authorized signatory for the proposer) solemnly affirm that the facts stated above are correct and nothing has been withheld. If any information submitted above, is found to be false or fabricated, I may be liable to be suspended and /or debarred from empanelment.
- (ii) I permit Vigyan Prasar to inspect my studio facilities & other records to ascertain the above facts.
- (iii) I permit Vigyan Prasar to cross check the above facts from any other source.
- (iv) I or my authorized representative, if required by Vigyan Prasar would make presentation before Selection Committee at my own cost.
- (v) I will a proposal by the decision of Director Vigyan Prasar in regarding allocation of works.
- (vi) Here by I declare that I shall adhere to the terms and conditions mentioned in RFP.

Signature:.....

Full Name:.....

Date:.....



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Part – 2
Proposer's experience & Sample Work

1. Brief Description of the Proposer's Activities related to video production (Attach Separately) in the last five years

S.N.	Name of Production	Year of Production	Format	Duration	Language	Organization for which produced	Copy of the work order/documentary proof placed at

2. Sample Work

I have enclosed one sample work related to S&T film video in DVD/pendrive. The details of DVD is as follows:

- I. Name of the theme:
- II. Duration
- III. Year of production:

SIGNATURE OF THE PROPOSER



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Part – 3
Financial Bid
(Budget quote)

We offer to undertake the project to **produce 30 short video films for mobile app**
..... (in English/Hindi) as per the RFP No:
VP/1890/IT>CD/DST Web Portal/2017/Vol. II Dated _____ for a total cost of Rs

(Rupees.....
)
exclusive of the GST.*

Name of the Proposer:

Name of the Company :

Date:

Place:

Signature of the authorized signatory

* NOTE: The cost mentioned here would be considered as the final quote from the firm. No change would be accepted.