



VIGYAN PRASAR

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

F No: VP/SOT/973/News programme/2016

Dated: 17.02.2017

Sub: Invitation of Proposals for Production of “Indian Science This Week – News bulletin”.

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 undertaking the production of “Indian Science This Week: A weekly current affairs/ news based bulletin”.

2.0 Scope of Work:

A weekly bulletin of 24 minutes duration (both in Hindi and English) will be based upon news/current affairs related to science, technology, environment, health and other similar themes/topics. The proposed programme will mainly showcase the latest developments and achievements of Indian science and technology research and will also touch upon the major important scientific development of the world. The programmes will be developed on weekly basis and required to be submitted two day prior to telecast to the telecaster. Further, if any additional channels come forward to telecast repackaging and re-mastering appropriate to that channel needs to be undertaken. The work will be awarded initially for the period of one year and may be extended to another one year based on the review of the programme.

3.0 Eligibility:

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

- (i) The registered company/firm/producers should have minimum 5 years experience in the production of news programme/science serials/films etc.
- (ii) Firms/companies should have average financial turnover of Rs.50.00 Lakhs in last three financial years.
- (iii) Proposer should be Delhi/ NCR based.

- (iv) Firms should have access to studio floor/ space for set.
- (v) Company should have/engaged professional news editor (who will be responsible for the content selection will directly report to VP on a day to day basis. The consent from the proposed news editor should be submitted in the format form 4 (a) and 4 (b). The news editor should be eminent person with at least 5 years of professional experience in video/ television journalism OR print media.
- (vi) Company should have 25 stringers in locations specified in appendix A. Consent letter from the proposed stringers should be submitted in the format (format 5) along with the proposal OR the proposer should have branch/ sub offices at these locations in such case documentary proof may be submitted OR should have entered into an agreement with a video production firm/ company having offices at these location for the purpose of this RFP or otherwise.

4.0 Bidding Process:

Two bid system will be followed for the selection of the production company/agencies/producers. Proposal will consist of two separate biddings viz. technical bidding and financial bidding through a two cover system. Two separate covers containing technical and financial bids need to be placed in a single large envelope.

5.0 How to Apply:

- (i) The proposer must submit its **Technical Proposal** and **Financial Proposal** in two separate 'sealed envelopes' (duly super-scribed "Technical Proposal" and "Financial Proposal" on the each envelope). Both these sealed covers should be enclosed in an outer cover and submitted to VP. Envelopes to be marked at the top in bold letters: [RFP NOTICE NO : **VP/SOT/973/New programme/2016**]
- (ii) The proposals should be submitted in the prescribed format. Proposals not received in prescribed the format will be rejected.
- (iii) The technical proposal must be accompanied with:-
 - Registered company/Production houses with 5 years working experience in the field of production of news based programme or science, technology, health; environment related long series television programmes. Documentary proof in support of business done in the field of film/audio-visual production related to science and technology communication and/or development related programmes done in the past/being done with departments of the central/state Government, corporate houses and television companies including Doordarshan. Enclose copy of the work orders. (DO NOT enclose the originals)
 - Enclose company registration certificate, memorandum & articles of association and work orders as evidence.
 - Attach copy of audited annual accounts for last 3 years, showing total turnover of the company/firm.

- Registered company/production houses should have service tax number, Pan Number etc. Enclose certificates and copy of last three years Income Tax returns, PAN and Service Tax numbers.
- (iv) The application must be submitted with a non refundable fee of Rs.5000/- through Demand draft/ online transfer. Demand draft should be in favour of **øVigyan Prasarø** payable at New Delhi.
- (v) A EMD of Rs.1,00,000/- (One lakh rupees) should be submitted along with the application by the proposer) as separate DD drawn in favour of **øVigyan Prasarø** payable at New Delhi. The DD will be subsequently adjusted against performance guarantee to be submitted by the successful applicant and in the remaining cases the amount will be returned within 30 days of the finalization of the selection and award of the work.
- (vi) Proposer will submit the one pilot (dummy) programme of 24 minutes duration **both in Hindi and English**. This pilot will cover different aspects of news programme including presentation.
- (vii) Proposer will submit the company profile, consent of news editors, list of 25 stringers and their consent, studio floor/ space/AV facilities etc., in prescribe format. Details of production infrastructure in particular a)in-house editing studio b)audio posting facility c) access to studio floor (in case of own or rented studio leases agreement/ rent agreement or any other documentary proof may be provided) Proposer may also submit details of the company having the requisite studio infrastructure with which it has entered into a proper agreement (with documentary proof) for the purpose of this tender or otherwise. Data collection network in and around the specified, location in the form of stringers/ video journalists. In case the proposer firm does not have its own production infrastructure and data collection network, it may provide details of the company having the requisite infrastructure with which it has entered into a proper agreement with documentary proof for the purpose of this tender or otherwise.
- (viii) Last date for submission proposal is **20 March, 2017** up to 3.00 pm. Proposals may be submitted by post or by hand. Postal delay will not be condoned.

6.0 Evaluation Process:

- The proposals received will be scrutinized by the tender opening committee appointed by Vigyan Prasar. The committee will check all documents like format of the application, Firm's Registration Certificates, experience/earlier work orders /last three years profile of the key personals e.s. News Editors etc, application Fee/ EMD/ PAN/ Service tax number/ sample Pilot DVD and Financial bids etc. submitted by the bidder. The committee will recommend all the eligible firms/ companies for evaluation of technical bids.
- VP will adopt a two bid selection process in evaluating the proposals. Firstly, technical evaluation will be carried out as specified in evaluation procedure by committee appointed by VP. Based on this technical evaluation, a list of short-listed applicants will be prepared and subsequently the financial evaluation will be carried out.

- Vigyan Prasar will nominate committee consisting of not less than three members to evaluate and score the technical proposals for parameters listed 1 and 3 below. All the eligible companies/firms who will obtain 70 marks out of 100 will be eligible for financial evaluation. No TA/DA will be admissible to the proposers/applicants. Proposer or authorized representative will attend the presentation at their own cost.
- Technical Proposals will be evaluated on the basis of proposer's performance in production of science news based programme, films/science and development video series, artistic and aesthetic aspects of the pilot submitted, proposers prior experience, facilities possessed by the proposer and treatment /approach suggested proposed methodology and proposed treatment/script. The scores of the technical evolution will be assigned as per the scoring criteria to be used for evaluation will be as follows.

Technical Evaluation: (70 % weightage)

S.N.	Parameters	Evaluation Criteria	Total Marks
1.	Pilot submitted (in form (in the form of DVD)	Marks will be given on criteria like Storyline Graphics/voice over/Music and Overall Impact	40
2.	Proposers prior experience company profile, facilities, News editor(s) profile score	Company Experience, facilities possessed and Team Profile	30
3.	Presentation	Approach, Methodology, Visualization etc.	30
Total			100

Financial Evaluation: (30% weightage)

- Financial bids of all short-listed applicants who score 70 marks and above will be opened. The opening of Financial Proposal shall be done in presence of respective representative of applicants who choose to remain present. VP will not entertain any query or clarification from applicants who fail to qualify at any stage of selection process.
- All short listed applicants would be assigned financial score. For financial evaluation, the total cost indicated in the Financial Proposal, excluding Service Tax, will be considered. Proposers who have quoted more than the estimate budget will be rejected. Each Financial Proposal will be assigned a financial score as detailed below:

The lowest financial proposal (L1) will be awarded 100 % score. The financial scores of

other proposals will be computed as follows:

Financial Score of a bidder = {(Financial Bid of L1/Financial bid of the Bidder) X 100}% (adjusted to 2 decimals)

Proposals will finally be ranked according to their combined technical and financial scores (CS) as follows:

CS= Technical Score X 0.7 + Financial Score X 0.3

Weight assigned to technical and financial Proposals that shall be 0.7 and 0.3 respectively.

Generally, the successful applicant will be the applicant having the highest combined Score. The second highest Applicant will be kept in reserve and may be invited for negotiations in case the first-ranked applicant withdraws or is not selected for any reason.

Example of scoring and evaluation of Tender:

The marks scored by Bidders in the technical evaluation will be given a weightage of 70. Similarly, the financial bids of the Bidders will be given a weightage of 30. The lowest financial proposal (L1) will be awarded 100 % score.

Illustration of scoring criteria: Assume 3 participating Bidders have total technical scores as per column (3) in table below and in case of rates, the total rates quotes is as under:

SN. (1)	Description (2)	Total Technical Scores (3)	rate quotes (say in Rs. Thousand) Financial scores (4)	Financial Score of a bidder= (Financial Bid of L1/Financial bid of the Bidder)X100}%
1	Firm A	80	60	(50/60)X100= 83.33
2	Firm B	75	55	(50/55)X100= 90.90
3	Firm C	70	50	(50/50)X100= 100

The Bidder scoring minimum rates in the financial scores i.e. 50 scoring point will be awarded 100 % score and the other bidders will be worked out on proportionate basis and thereafter weightage.

Their combined technical and financial scores (CS) as follows:

(CS obtained by firm = **Technical Score X 0.7 + Financial Score X 0.3**)

CS obtained by **firm A** = 80X 0.7 + 83.33X 0.3 = 56+24.999 = 80.999 (CS1)

CS obtained by **firm B** = 75X 0.7 + 90.90X 0.3 = 52.5+27.27 = 79.77 (CS2)

CS obtained by **firm C** = 70X 0.7 + 100X 0.3 = 49+30 = 79.00 (CS3)

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 and DVD formats etc.

9.0 Deliverables

Submission of the masters will be in HD format in hard disk including deliverables mentioned below for each language:

- Telecast master (format as per telecaster requirement) - Two copy
- Telecast master HD - One copy
- DVD copies - Two copies
- Hard copy of the final script in print form (one copy) and in ms-word or rtf file format in DVD format
- Soft copy in HD format of all episode may be submitted in Hard disk

10.0 OTHER TERMS AND CONDTHIONS

- The theme and topic of the episodes should confirm to the programme briefs provided by VP from time to time. 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 film visually very rich. The video film should meet the international telecast standards of all public and private channels.
- 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 VP norms.
- Payment of each episode will be made after the telecast of the episode/ bulletin on pro-rata basis.
- The selected proposer shall indemnify Vigyan Prasar and telecaster against any litigation or dispute that may arise out of the content of the said bulletins.
- The selected proposer will have to enter into an agreement with Vigyan Prasar and a Bank Guarantee (from a Nationalized Bank) in the prescribed format for Rs.10,00,000 (ten lakhs) to be advanced to it as per provisions of the agreement entered into with Vigyan Prasar will have to be submitted. (Only applicable for selected proposer/ firm for whom work order is issued)
- The Proposal shall be valid for a period of not less than 180 days from the Proposal Due Date (the -PDDø).
- 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.

11.0 ARBITRATION

- 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.

12.0 The application may be submitted in a **sealed cover** addressed to **Registrar, Vigyan Prasar, NCMRWF Campus, A50, Institutional area, Sector 62, NOIDA 201307** with the envelope marked **‘Proposals for “Indian Science This Week – bulletin”**. Unsealed and unmarked covers would be rejected. Last date of the submission is **20 March, 2017**.

(**Registrar**)
Vigyan Prasar



VIGYAN PRASAR
Part – 1
Proposer's Information

1. Name

A. of the proposer : _____

B. of the Company : _____

2. Contact Information

2.1 Address : _____

_____ Pin _____

2.2 Telephone:

Office 1 : _____

Office 2 : _____

Mobile : _____

Home : _____

Fax : _____

3. Educational Qualifications:

4. Proposer's Category (Please tick only ONE, which is most appropriate/ applicable to you)

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

- 4.1 Production House
- 4.2 Freelance Producer
- 4.3 Subject Expert
- 4.4 Institution
- 4.5 Others í

Please Specify _____

5. Legal status of Organisation:

a) Is it a registered firm/company? : Yes/No

(photocopies of the certificate of registration may be attached)

b) Is your organization a proprietorship : Yes/No

firm, partnership firm or company? (Attach Document)

(If a partnership firm, state the: name/s and address/es of your partners. If company, state the names and Addresses of Directors)

c) State whether the proprietor/ any of the Partners/Directors is/are retired Government officials. (If yes, the date of his/ her/ their retirement and the Department from which retired) Yes/No

- 6 Copies of Income Tax returns as accepted by the Income Tax Department of preceding three years with PAN Number:
- 7 Has the Agency/its its sister concern/any director ever been blacklisted/defaulted by any organization?: Yes/No (If yes, give details)
- 8 We/I have enclosed a DD/ Bank order for Rs.5000/- towards non-refundable application fee (DD No: .. Date: .. drawn on bank: ..)
- 9 We/I have enclosed a DD/ Bank order for Rs.1,00,000/- towards EMD (DD No: .. Date: .. drawn on bank: ..)
- 10 Any other relevant information:

SIGNATURE----- (of authorised signatory)

Full Name and designation-----

DECLARATION

- (i) I, _____ (authorised 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 acts.
- (iii) I permit Vigyan Prasar to cross check the above facts from any other source.
- (iv) I or my authorized representative, along with news editor, if required by Vigyan Prasar would make presentation before Selection Committee at my own cost.
- (v) Here by I declare that I shall adhere to the terms and conditions mentioned in RFP.

Signature _____

Full Name _____

Date _____

(Seal of organization)



VIGYAN PRASAR
Part – 2
Proposer's experience

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

SNo.	Name of Production	Year of production	Format	Duration	Language	Organisation for which produced	Copy of the work order/ documentary proof placed at

2. Experience in the production of Science Communication/Education, if any (Attach Separately) in the last three years

SNo.	Name of Production	Year of production	Format	Duration	Language	Organisation for which produced	Copy of the work order/ documentary proof placed at

SIGNATURE OF THE PROPOSER



VIGYAN PRASAR
Part – 3
Programme specification

Give a detailed description of how a typical episode/ bulletin would look like. Give time breakups for each segment. Detail alternate segments/ variation, if any, you will adopt.

Attach a copy of the pilot/ dummy (in DVD format only) in Hindi and English

SIGNATURE OF THE PROPOSER



VIGYAN PRASAR

Form – 4

Video production facilities with the Proposers

1) Do you have your own edit studio? : YES/ NO

If yes then,

- i) Address
- ii) Telephone No.
- iii) Fax
- iv) Is the studio fully owned by your own organization or in partnership with some other Organization?

Give a brief description of the equipment and software you have. Attach a sheet if needed

2) Do you have your own audio studio? : YES/ NO

If yes then,

- i) Address
- ii) Telephone No.
- iii) Fax
- iv) Is the studio fully owned by your own organization or in partnership with some other Organization?

Give a brief description of the equipment and software you have. Attach a sheet if needed

3) Do you have your own shooting floor/ shoot studio capable of multicam set-up? :

If yes then

- i) Address
- ii) Telephone No.
- iii) Fax
- iv) Is the studio fully owned by your own organization or in partnership with some other Organization?

If no then, where do you propose to set up the set and conduct the shoot? Do you have any agreement for this proposal or otherwise for access to studio floor. Provide documentary evidence as well as state the full address / telephone number fax etc.

NOTE: Please attach list of shooting, recording, editing and other equipments and facilities and documentary proof of ownership/retainer ship of production facilities.

SIGNATURE OF THE PROPOSER



VIGYAN PRASAR
Part – 5 (a)
News editor (Hindi) Consent

1. Name

A. of the Expert : _____

B. of the Company : _____
(If applicable)

2. Contact Information

Address : _____

_____ Pin _____

Telephone:

Office : _____

Mobile : _____

Home : _____

Fax : _____

e-mail : _____

3. Educational Qualifications :

4. Brief Background of the Expert (Attach Separately in the enclosed format)

I _____, hereby give my consent to supervise the
(Name of the Expert)
content of the _____ for _____
(Name of the programme) (Proposer's Name)

I also understand that I would be solely responsible for content of every bulletin/
episode and for the adherence of the broadcast code.

Signature



VIGYAN PRASAR
Part – 5 (b)
News editor (English) Consent

1. Name

C. of the Expert : _____

D. of the Company : _____
(If applicable)

2. Contact Information

Address : _____

_____ Pin _____

Telephone:

Office : _____

Mobile : _____

Home : _____

Fax : _____

e-mail : _____

3. Educational Qualifications :

4. Brief Background of the Expert (Attach Separately in the enclosed format)

I _____, hereby give my consent to supervise the
(Name of the Expert)
content of the _____ for _____
(Name of the programme) *(Proposer's Name)*

I also understand that I would be solely responsible for content of every bulletin/
episode and for the adherence of the broadcast code.

Signature



VIGYAN PRASAR
Part – 6
Consent of stringers

1. Name

E. of the Stringer : _____

F. of the Company : _____

2. Contact Information

Address : _____
_____ Pin _____

Telephone:

Office 1 : _____
Office 2 : _____
Mobile : _____
Home : _____
Fax : _____
e-mail 1 : _____
e-mail 2 : _____
Website : _____

3. Educational Qualifications :

4. Biodate/Filmography of the stringer (Attach Separately in the enclosed format)

I _____, hereby give my consent to be the stringer at <i>(Name of the stringer)</i>
_____ for _____ <i>(Name of the location)</i> <i>(Proposer's Name)</i>
Signature of the stringer

NOTE: Attach separate sheet from stringers from all the locations stated in Annexure A.



VIGYAN PRASAR

Part – 7

Budget per episode (Hindi and English)/

I/We the undersigned (sole proprietor/ authorized signatory), if selected, hereby undertake to produce weekly science news/ current affairs programme for 24mts slot duration. I quote Rs _____ in words (_____) for per episode both in English and Hindi. The budget justification is as follows:

S.No.	ITEM	Rate in par episode (in Rs.)
1.	News Editor	
2.	Sub Editor (English)	
3.	Sub Editor (Hindi)	
4.	Director	
5.	Production Assistant	
6.	Camera person	
7.	Camera Attendant	
8.	Make-up artiste	
9.	Editor	
10.	Camcorder/ENGs etc.	
11.	Tapes (shooting)	
12.	Tapes (Mastering)	
13.	Off line editing	
14.	News clip charges (Stringers fee)	
15.	News clip from agencies	
16.	Anchor (English)	
17.	Anchor (Hindi)	
18.	Voice Talents	
19.	Office expenses	
20.	Travel + Transport	
21.	Stay	
22.	Other	
	Total	

Signature of authorized signatory

Name:

Date

Place:

Appendix A

List of places wherein the proposer should have reporter for gathering of news clips/ coverage of events. (Enclose the stringer/ video journalist biodata in the enclosed format)

1. Ahmadabad
2. Bangalore
3. Bhopal
4. Bhubaneswar
5. Chennai
6. Guwahati
7. Jaipur
8. Jalandhar
9. Kolkata
10. Lucknow
11. Mumbai
12. Raipur
13. Ranchi
14. Shimla
15. Srinagar
16. Jammu
17. Thiruvananthapuram
18. Portblair
19. Dehradun
20. Agartala
21. Gangtok
22. Aizwal
23. Shillong
24. Imphal
25. Hissar