



VIGYAN PRASAR

SAMPLE OF INVITING PROPOSAL

Vigyan Prasar (an autonomous body under the Department of Science & Technology, Govt. of India), Noida (UP) invites proposals for production of following video programmes:

SN	Name of the work	Tender Fee in rupees (non-refundable)	EMD in rupees
1.	Documentary film	Rs.500 for each Documentary	Rs.30,000



Vigyan Prasar

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

Sub: Invitation of Proposals for Production of Documentaries

1.0 Introduction

Vigyan Prasar (VP), an autonomous organization under the Department of Science and Technology, Noida (UP) invite proposals from reputed production agencies/producers for undertaking the production of documentaries on Indian Scientists for its various science popularisation activities. It is proposed to commission documentaries on the following topics/themes during the year 2014-2015. Proposals are invited from various agencies for undertaking the production documentaries.

Topics/themes:

1. Topic 1
2. Topic 2

The story line could contain brief biographical information, interesting and telling anecdotes, contribution to S&T, and impact of their work, legacy, current understanding of the area and so on.

2.0 Scope of Work:

- (i) Production of the documentaries complete in all respects for telecast through television channel.
- (ii) Duration: Each episode is of about 30 mts duration.
- (iii) Shoot format: Shooting in HD and mastering in various formats as specified in deliverables.
- (iv) Language: Master Production in English and Hindi.
- (v) Estimated cost for each documentary (for both in Hindi and English language) would be Rs.6,00,000/- (Six lakhs) exclusive of service tax.

3.0 Deliverables:

Deliverables for each episode and both in Hindi and English are

- (i) Telecast master DVC pro -50 – two copy
- (ii) Telecast master HD format at two copy
- (iii) Un-mix master HD format – one copy
- (iv) Hard disc (MOV or empg format) - one copy

- (v) DVD copies – 10 copies (scratch proof)
- (vi) VCD copies – 10 (scratch proof)
- (vii) Inlay card for the DVD/VCD design (in psd format) and jewel case design (in psd format)
- (viii) Hard copy of the final scripts in print form (one copy) and in ms-word or rtf file format in CD format
- (ix) Synopsis and details script in VP format (in rtf file format as well as hard copy)
- (x) Copies of final scripts both in Hindi and English
- (xi) Compressed file of each episode for web site upload

4.0 Eligibility:

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

- (i) The registered company/firm should have sufficient experience preceding the proposal due date (PDD), in similar assignments for production of documentaries and video serials.
- (ii) The registered company/firm should have well trained production team and each of following key personnel must fulfill the minimum conditions of eligibility criteria specified below:

SN.	Key personnel	Educational Qualification	Length of Professional Experience	Experience on Assignments
1.	Director	Graduate with Film/Video/ Production or FTII (equivalent) graduate	3 years	Should have directed at least 3 films. Experience in directing films related to science/ technology/ education/ Environment desirable.
2.	Script Writer	Graduate	3 years	should have work experience in script writing for video/television serial, drama
3.	Subject Expert	Post graduation in Natural sciences or MBBS or Engineer	3 years	should have experience in science communication

(In cases if there is any change in the key personnel subsequent to award of the work it would be to the satisfaction of VP. VP may terminate the contract if the replacement is not to the satisfaction of VP. The decision of VP in this regard will be final and binding)

5.0 Bidding Process:

Bidding process 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.

6.0 How to Apply

- (i) The proposer must submit its **Technical Proposal** (part 1 to 5) and **Financial Proposal** (part 6) 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. Formats of part 1 to part 6 are being given along with the application form. All covers must have the full address of the applicant. The firm/company who is willing to apply for one documentary or more will submit one copy of Technical Proposal (part 1 to part 5) and financial proposal (part 6) separately for each documentary. Two separate covers containing technical and financial bids need to be placed in a single large envelope. Envelopes to be marked at the top in bold letters: [RFP NOTICE NO -----]
- (ii) The proposals should be submitted in the prescribed format. Proposals not in the format will be rejected.
- (iii) The technical proposal must be accompanied with:-
 - Registered company/Production houses should have working experience in the field of production of science or environment or developmental or social sector 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. Enclose copy of the work orders for last three years. (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, Pan Number etc. Enclose certificates and copy of last three years Income Tax returns, PAN and Service Tax numbers.
- (iv) The proposer will not vary/modify any aspect of the proposal/budget etc during the validity period or any extension thereof.
- (v) The application must be submitted with a non refundable fee of Rs.500/- for each project applied through DD / bank order drawn in the name of “Vigyan Prasar” payable at New Delhi.
- (vi) Application should be accompanied by a EMD of Rs.30,000/- (Thirty thousand rupees) as

separate DD drawn in favor of “Vigyan Prasar” 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 15 days of the finalization of the selection and award of the work. Only one EMD of Rs.30,000/- is required irrespective of number of documentary applied for.

- (vii) The duly signed proposal should reach to: Registrar, Vigyan Prasar, A-50, NCMRWF Campus, Institutional Area, Sector-62, NOIDA 201309, on or before ----- of -----. 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 ----- at Vigyan Prasar, A-50, Institutional Area Sector-62 Noida, at -----. For any query related to submission of proposal, applicant may contact to -----, Vigyan Prasar through phone no.-----

7.0 Evaluation Process:

- All the received proposals will be seen by the committee appointed by Vigyan Prasar for opening the tender. The committee will check the all documents (Application in format/Firm Registration Certificates/experience/earlier work orders/last three years IT return/Key personnel profile/application fee/EMD/PAN number/sample CD/scripts/Financial bids etc.) submitted by the proposer. The committee will prepare a list of all eligible companies/firms and will recommend their name for technical evaluation.
- VP has adopted a two bid selection process in evaluating the proposals. Firstly technical evaluation will be carried out as specified in evaluation procedure by committees 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.
- **The technical proposals would be evaluated in two stages.** In the **first stage** the written technical proposal would be evaluated and scores would be assigned. Technical Proposals will be evaluated on the basis of proposer's experience in production of science films/science and development video series, experience of key persons, proposed methodology and proposed treatment/script. The Scoring criteria to be used for evaluation will be as follows.
- **Technical Evaluation :**

7.1 Technical Stage –I

Evaluation Criteria (Total Marks 80)

S.N.	Parameters	Total Marks	Evaluation Criteria	Marks
1.	Firm's Relevant Experience in Science Film Making	10	Up to 3 years of experience 04-06 years of experience 06-08 years experience Above 08 years of	04 06 08 10

			experience	
2.	Relevant Experience of the Key personnel and number of personnel in creative team	10	Less than 10 Years 10-15 Years 15 years plus experience	04 08 10
3.	Sample Work submitted (in the form of CD)	20	Marks will be given on criteria like Storyline Graphics/voice over/Music Overall Impact	20
4.	Sample Script/Treatment (documents submitted under form 3)	40	Treatment, approach, use of content	30
	Total	80		

All the eligible companies/firms who will obtain 50 marks out of 80 will be invited for presentation in second stage of technical evaluation. If the number of the proposals short list for evaluation under stage- I are less than three, then the proposal that have received top three ranks, would be considered for the presentation. No TA/DA will be admissible to the proposers/applicants. Proposer or authorized representative will attend the presentation at their own cost. Vigyan Prasar will nominate TWO committees consisting of not less than three members each to evaluate and score the written technical proposals for item 1, 2, 3 and 4 above. The sample script/treatment (item 5) would be sent to two experts for review. At least two of the three members will be external experts.

7.2 Technical Stage-II (20 Marks)

- In the second stage, all eligible firms/companies who obtain 50 marks in stage-I, would be invited for a presentation of 20 marks, before an expert committee nominated by VP at a time and place decided by VP.

7.3 Combined Technical Scores

- The committee will prepare combined technical scores (S_T) out of 100 [stage-I (80) + stage-II (20)].
- After the technical evaluation Vigyan Prasar would prepare a list of qualified short-listed applicants for opening of their Financial Proposals.

Financial Evaluation:

- A date, time and venue will be notified to all short-listed applicants for announcing the result of evaluation and opening of Financial Proposals. 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.
- The evaluation committee will consist of three people. The purchase committee chairperson will be the chair and AO or appropriate nominee of Registrar and another official nominated by Director will be members.
- All technical qualified short-listed applicants on basis of combined technical scores

would be assigned financial score (S_F). 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 (S_F) as detailed below:

The lowest financial proposal (F_M) will be given financial score (S_F) of 100 points. The financial scores of other proposals will be computed as follows:

$$S_F = 100 \times F_M / F \quad (F = \text{amount of Financial Proposal})$$

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

$$S = S_T \times T_W + S_F \times F_W$$

Where, T_W and F_W are 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.

- A proposer can apply for one or more themes/serials in this RFP.
- Nevertheless, not more than one documentary will be given to a proposer/firm. In case a proposer gets more than one work, that proposer would be given a choice to select the one that they prefer. The second in the list would be awarded the work which has been vacated by the proposer with highest combined score.

8.0 Copyright:

Vigyan Prasar shall hold proprietary rights on the use, marketing contents, and intellectual etc. of the final edited film and all shooting material.

9.0 Payment :

Payment will be made in following stages.

- 25% of the contract value (plus service tax thereof, less deductions if any) would be released on initiation (that is submission of EMD and the letter accepting the terms and conditions AND submission and acceptance of work order for production of documentary break up/treatment & approach)
- 25% of the contract value (plus service tax thereof, less deduction if any) would be released on submission of the scripts, duly accepted by VP.
- 30% on submission of the rough cuts for preview (plus service tax thereof, less deduction if any).
- 20% of the contract value (plus service tax thereof, less deductions if any) along with the EMD would be released on submission of the final deliverables of the

documentary.

At all the stages the statutory taxes, levies and government deductions will be made as per the rules. Release of these amounts in stages will be subject to submission of BG as specified.

- 10. Pre Bid Meeting:** will be held for clarifying issues or clearing doubts if any on -----
----- at Vigyan Prasar, C-24 Qutub Institutional Area, New Delhi-16 -

11. 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 completion 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. OTHER TERMS AND CONDITIIONS

- The theme and topic of the documentary should conform 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.
- The Proposal shall be valid for a period of not less than 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.
- All the successful proposal will have to submit final deliverables as per the work schedule issuing date of work order.

Script: 60 days from the date of issue of work order

Rough cut: 120 days from the approval of the script

Final Product: 45 days from the approval of the rough cut

- 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.
- Successful proposal will have to sign an agreement with Vigyan Prasar which will include General Terms & conditions & penalty clause, bank guarantee, time frame and others.

SAMPLE COPY



VIGYAN PRASAR

Application Form

Part – 1

Proposer's Information

I/We wish to apply for the following documentary. 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 (ii) Average Financial Turnover of the Firm/company during last 3 years	(i) (ii) (iii)
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 sister concern/any director ever been blacklisted/defaulted by any organization?	
11.	Enclosed DD/Bank order for Rs 500/1000/1500/2000/2500	Rupees..... DD No..... dateddrawn on bank..... being non-refundable application fee for proposal for ONE/TWO themes/serials
12.	Enclosed DD/Bank order for Rs 30,000/- being EMD for the application (only one EMD of 30,000/- is needed for any number of documentary applied for)	Rupees..... DD No..... dateddrawn on bank.....
13.	Any other relevant information	

DECLARATION

- (i) I/We..... (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/We permit Vigyan Prasar to inspect my studio facilities & other records to ascertain the above facts.
- (iii) I/We permit Vigyan Prasar to cross check the above facts from any other source.
- (iv) I/We or my authorized representative, if required by Vigyan Prasar would make presentation before Selection Committee at my own cost.
- (v) Here by I/We declare that I/We shall adhere to the terms and conditions mentioned in Notice inviting proposal.

Signature with stamp:.....

Full Name:.....

Date:.....

Submit Four Copies



**VIGYAN PRASAR
Part – 2
Proposer's experience**

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. Experience in the production of science /education video films, if any (Attach separately) in the last three 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

3. Awards, certificates and accolades received for video production/programmes

S.N.	Programmes	Details

SIGNATURE OF THE PROPOSER WITH STAMP

Submit FOUR copies



VIGYAN PRASAR
Part – 3

Treatment & approach and script for one sample episode

1. -----

Instructions:- a) Present the treatment and approach to be adopted for the documentary applied for. Give a detailed description of how a typical episode would look like. Give time breakups for each segment. The treatment should not exceed 3 pages, b) list the titles/themes in the documentary with 3-4 lines description, c) Enclose a detailed script including description of visuals, music and time breakups for the number of documentary applied for.

SAMPLE COPY



VIGYAN PRASAR

**Sample CD of earlier work
Part – 4**

Sample programme of earlier programme produced by the applicant

I/We enclose a sample programme produced by our firm/ agency titled in DVD format.

1. Name of the programme:
2. Year of Production:
3. Brief description of the programme (not more than 200 words):

4. Awards/accolades won by the film:

5. Any other information:

SIGNATURE OF THE PROPOSER WITH STAMP

[Check the DVD being sent by you. In particular check if the DVD is played in a DVD player (and not just in computer). In case the DVD fails to play then VP will reject the proposal]



VIGYAN PRASAR
Part – 5

Key personals for the projects applied for

1. Name of the Director
2. Name of the script writer(s)
3. Name of the subject expert(s)

(Note : Consent letters from above key personnel in prescribed format are required to be attached.)



VIGYAN PRASAR

(Part-5 A)

**Consent letter from the Director(s)/Exe Director(s)/script writer/subject experts
(if more than one, pl attach separate sheets in the same format)**

1. Name of the Director/script writer/subject expert:
2. Address:
3. Telephone/Mobile Number/Email-ID:
4. Educational Qualifications :
5. No. of year of experience :
6. Brief Background of the Director including filmotography (Attach Separately):

I _____, hereby give my consent to be the director/subject
expert/script writer of the _____ for
_____. (Name of the programme)
(Proposer's Name)

I also understand that I would be solely responsible for direction of the above serial and for the adherence of the broadcast code.

Signature

SAMPLE COPY

Financial Bid

(One copy in a separate sealed cover)

Form 6 (Budget quote)

We offer to undertake the project to **produce for documentary on** _____
_____ (in English and Hindi) as per the RFP No:VP/AV/957/Documentary/2014
Dated _____ for a total cost of Rs _____

(Rupees.....)
exclusive of the service tax.*

Name of the Proposer:

Name of the Company :

Date :

Place :

Signature of the authorized signatory with stamp

* NOTE: The cost mentioned here would be considered as the final quote from the firm. No change would be accepted. If you were applying for two serials, please quote the rates separately for each serial.

CHECK LIST

S.N.	Items	Number of copies
1.	Application form (Part -1)	1
2.	Proposer Experience (Part-2)	4
3.	Sample Scripts For Documentary (Part-3)	4
4.	Sample CD of earlier work (Part-4)	1
5.	Details of key personals with their consent letter (Part-5)	1 for each personals
6.	Financial Bid (Part-6) For Documentary Submit separate financial bid for each documentary	1
7.	Company Registration proofs	1
8.	Service Tax Number proof	1
9.	Job Experience	1
10.	IT return of last 3 years	1
11.	Application Fee of Rs.500/- for each documentary	
12.	EMD of Rs.30,000/-	