



## Vigyan Prasar

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

**No: VP/1979/V&LS/DBT 30 Years/2015**

**Dated: 9/11/2015**

**Sub: Invitation of Proposals for Production of Documentary film on DBT & its 30 years journey.**

### 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 a documentary on the journey of DBT through 30 years & its achievements.

### 2.0 Scope of Work:

- (i) Production of the documentary complete in all respects for telecast through television channel.
- (ii) Duration: The duration will be about 30 mts.
- (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 the documentary (for both in Hindi and English language) would be maximum of Rs.6,00,000/- (Six lakhs) exclusive of service tax.

### 3.0 Deliverables:

Deliverables for each episode both in Hindi and English are :-

- (i) Telecast master DVC pro -50 – two copy
- (ii) Hard disc (MOV or empg format) - one copy
- (iii) DVD copies – 10 copies (scratch proof)
- (iv) VCD copies – 10 (scratch proof)
- (v) Inlay card for the DVD/VCD design (in psd format) and jewel case design (in psd format)
- (vi) Hard copy of the final scripts in print form (one copy) and in ms-word or rtf file format in CD format
- (vii) 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 to 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 (Director, Script Writer, Subject Expert, Editor etc)

## **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 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.
- (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/Proposers 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 earlier work orders.
  - Registered company/production houses should have service tax, Pan Number etc. Enclose certificates and 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 duly signed proposal should reach to: Director, VIGYAN PRASAR, A-50, NCMRWF Campus, Institutional Area, Sector-62, NOIDA 201309, **on or before 3.30 PM of 20, November, 2015**. Tenders received (by post or by hand) after due date and time will be summarily rejected. VP will not be responsible for any postal delay. For any query related to submission of proposal, applicant may contact to Ms Archita Bhatta, Vigyan Prasar through phone no. 0120-2404430 or email [archita@vigyanprasar.gov.in](mailto:archita@vigyanprasar.gov.in)

## **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/ PAN number/ financial bids etc.) submitted by the proposer and invite the proposer for the presentation.

- Technical evaluation will be done on the basis of company profile, experience and presentation. Based on this technical evaluation, a list of short-listed applicants will be prepared and subsequently the financial evaluation will be carried out.

**Financial Evaluation:**

- Financial Proposal will be opened only to those firms who score 60 marks or more out of hundred in the technical evaluations. VP will award the work to firm which has lowest quote. VP will not entertain any query or clarification from applicants who fail to qualify at any stage of selection process.

**8.0 Copyright:**

Vigyan Prasar and DBT 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 after the completion of work in all respect.

**10.0 Timeline:**

Work should be completed in 60 days after the issue of work order. 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 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 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, composting, 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.

- 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: 15 days from the date of issue of work order

Rough cut: 30 days from the approval of the script

Final Product: 15 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.



**VIGYAN PRASAR**

**Application Form**

**Proposer's Information**

**I/We wish to apply for the following documentary. Details are as under:**

<b>S.N.</b>	<b>Particulars</b>	<b>Details</b>
1.	<b>Name of Proposer</b>	
2.	<b>Name of the firm/company</b>	
3.	<b>Complete Address for communication</b> (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	(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.	Work Experience in producing in ScienceTechnology/Environment/Agriculture and others)	
10.	Has the Agency/it's sister concern/any director ever been blacklisted/defaulters by any organization?	

11.	Any other relevant information	
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**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:.....

**Financial Bid**

**(One copy in a separate sealed cover)**

Budget quote

We offer to undertake the project to **produce for documentary on** \_\_\_\_\_  
\_\_\_\_\_ (in English and Hindi) as per the RFP No: **No: VP/1979/V&LS/DBT 30 Years/2015** 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.