



VIGYAN PRASAR

Notice Inviting Tender

Vigyan Prasar (an autonomous body under the Department of Science & Technology, Govt. of India), Noida (UP) invites proposals from media production houses for hiring state-of-the-art studio with technical manpower for producing audio-visual content and running the Internet based science channel.

| SN | Name of the work | Tender Fee in rupees (non- refundable) | EMD in rupees | Last date of Submission | Tender Number |
|----|---|---|---|----------------------------|--|
| 1. | Hiring state-of-the-art studio with professional and support manpower for producing audio-visual content for Internet channel | Rs 5000/- (Rupees Five Thousand only) | Rs10,00,000/- /- (Rupees Ten lakh only) | 26 March 2019 | VP /SOT/973/IPTV/2017 /StudioTender2019 |

Details and Tender Form can be downloaded from “Tenders/Proposals”

www.vigyanprasar.gov.in

Registrar, VP



Vigyan Prasar

(An autonomous organization of Department of Science and Technology, Govt. of India)

A-50 Institutional Area, Sector-62, Noida (UP)

File No. VP /SOT/973/IPTV/2017/StudioTender2019

Date: 27/02/2019

Sub: Invitation of proposals from media production houses for Studio-facilities works related to Science Channel

1. BACKGROUND

Department of Science and Technology (DST), Government of India, disseminates information on capabilities and achievements of Indian Science and Technology sector on continuous basis through high quality, educative, easily understandable and informative science video programmes in interesting formats. These science and technology based programs are made available to the public through a dedicated 24x7 OTT channel called India Science (www.indiascience.in) and DD- Science in collaboration with Doordarshan/Prasar Bharati. Vigyan Prasar (VP), an autonomous organization of Department of Science and Technology runs both these channels. Accordingly, VP proposes to hire an agency for state-of-the-art studio including post production facilities with Technical/professional manpower and support staff for producing audio-visual content.

2. AIM

The aim of India Science (www.indiascience.in) and DD- Science is to inculcate scientific temper amongst all and enable as well as empower our society through enhanced awareness about Science & Technology knowledge.

3. TARGET AUDIENCE

- i) Students, Teachers, Parents
- ii) Scientists, Academics, Researchers

- iii) Policy Makers, Administrators
- iv) Members of Civil Society
- v) Other stakeholders including farmers, workers from unorganized sectors, and so on.

4.0 SCOPE OF WORK:

- 4.1** The Agency shall provide the infrastructure and services to Vigyan Prasar for up to 50 hours of studio floor utilisation per month along with a fully equipped and manned PCR to enable the successful and smooth production of content for running India Science and Doordarshan Science TV channels.
- 4.2** The Agency shall provide one Chroma studio and also a real studio which will be custom-designed according to Vigyan Prasar's choice. The minimum requirements of studio facilities are mentioned in **Annexure-I**.
- 4.3** The agency shall provide 15 outdoor shoots per month within Delhi NCR with a single camera unit with lights, each shoot accruing up to two hours of raw footage. Necessary transport for all outdoor shoots should be provided by the Agency. A dedicated crew comprising two members to handle camera and lights shall be provided by the agency. Any deficit utilisation or over-use may be adjusted, balanced or collated within a calendar month.
- 4.4** The agency should have a team of professionals, as elaborated in Annexure 1. The details of the team is to be shared with Vigyan Prasar. In the event of any deficiency noticed by Vigyan Prasar in the team competency, the Service provider is required to review the team and place new team in consultation with Vigyan Prasar. The team strength will also be subject to periodical review based on the quality and timely delivery of the work envisaged in this tender document. The Service provider will be under obligation to comply with all manpower related statutes. The working condition and hygiene standards are to be ensured and no deficiency in this regard will be accepted as it may result in erosion of brand value of India Science/ DD Science. The payment of pay and allowances to project team has to be as per industry standards so that uninterrupted flow of quality programme production may be ensured. The service provider will also be under obligation to extend manpower/ support Equipment at the premises of Vigyan Prasar or any place within the Delhi/ Noida (e.g Doordarshan and Department of Science and Technology etc) to ensure successful delivery of the programmes. The final discretion in this regard will vest with Director, Vigyan Prasar. The afore-referred support may require relocation of workforce engaged by service

provider for the purpose of the works envisaged in this tender document for which no additional amount on any account will be paid by Vigyan Prasar.

4.5 The agency shall be in a position to extend minimum dedicated post-production infrastructure mentioned below for India Science /DD Science.

- a) Editing Tables - 3 (THREE)
- b) Graphics Workstation – 2 (TWO)
- c) Printer – 1 (ONE)
- d) All requisite software MUST be licensed
- e) 10 mbps P2P line between Studio and India Science premises.
- f) 10 mbps (1:1) internet connectivity
- g) AMC for hardware

The infrastructure will required to be scaled up if quantum of work and timelines for delivery of content warrants so.

4.6 The Agency shall be equipped to go LIVE either from the studio or from any remote location in Delhi NCR, as and when required. Bandwidth, hardware (back pack, OB Van, wired connection), software and support manpower, as may be required to produce a LIVE stream from the venue, shall be the responsibility of the Agency.

4.7 The Agency shall be responsible for liaising with experts and guests and ferrying them to the studio and dropping them back. All guests would be picked up and dropped preferably by a Sedan car, irrespective of whether it is hired from an app or privately. For guests who prefer to use their own transport to come to the studio, there would be no cash reimbursement.

4.8 The agency will shoot the video content in full HD using latest technologies and as per the requirement of both Internet (India Science) and Doordarshan (DD Science) and meet international telecast standards. The agency shall maintain a storage capacity of upto 64TB at the studio premises which will be temporarily used for storing the content, till it is saved on VP's NAS /MAM server through the P2P leased line to be installed and maintained by the agency. The Agency shall provide a guest lounge for experts in the same premises during waiting period before/after scheduled shoots. Tea/Coffee need to be arranged for experts.

5.0 ELIGIBILITY:

Production house/agencies that are fulfilling the following conditions are eligible to apply.

- 5.1 The registered company/firm should have minimum 3 years' experience of running a studio for live as well as recorded studio-based programs and coverage of events from the field.
- 5.2 Agency/company should have annual financial turnover of Rs 50.00 lakh in last three years.
- 5.3 The Agency's studio should be located in Delhi or Noida.
- 5.4 The Studio premises besides PCR should also have a guest lounge, make-up and changing room.

6.0 HOW TO APPLY

- 6.1 The Agency must submit its **Technical Proposal and Financial Proposal** in two separate 'sealed envelopes' (duly super-scribed "Technical Proposal" and "Financial Proposal" on each envelope). Both these sealed covers should be enclosed in an outer cover and submitted to VP. All covers must have the full address of the applicant. Envelopes to be marked at the top in bold letters: [REF:VP /SOT/973/IPTV/2017/StudioTender2019]
- 6.2 The proposals should be submitted in the prescribed format. Proposals not in the format will be rejected. The technical proposal must be accompanied with:-
 - a) Proof of being a registered company/Production houses with 3 years working experience in the field of production of video and television programs. Documentary proof in support of business done in the field of film/audio-visual production related to science and technology and/or development related programs done in the past/being done with Departments of the Central/State Government, corporate houses and television companies including Doordarshan.
 - b) Registration certificate, memorandum & articles of association if applicable.
 - c) Copy of audited annual accounts for last 3 years, showing total turnover of the company/firm
 - d) Copy of last three years Income Tax returns, PAN and /GST number/registration certificate.

- e) A non refundable fee of Rs.5000/- (Rupees Five Thousand only) for each project applied through DD/bank order drawn in the name of “Vigyan Prasar” payable at New Delhi.
- f) An EMD of Rs.10,00,000/- (Rupees Ten lakh only) 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 30 days of the finalization of the selection and award of the work.
- g) The duly signed proposal should reach: The Registrar, Vigyan Prasar, A50, NCMRWF Campus, Institutional Area, Sector-62, NOIDA-201309, on or before 5.30 pm of 26 March 2019 Tenders received (by post or by hand) after due date and time will be summarily rejected. Vigyan Prasar will not responsible for any postal delay. Tender will be opened on 27 March 2019 at Vigyan Prasar, A-50 Institutional Area Sector 62 Noida at 11.00 am.

6.3 A pre-bid conference to address the queries, if any from prospective bidders will be held on 12 March 2019. Interest Bidders are encouraged to send their queries to tenders@vigyanprasar.gov.in by 8 March 2019. No queries will be entertained after the pre-bid conference.

7.0 EVALUATION PROCESS:

All the received proposals will be first seen by the purchase committee of Vigyan Prasar for opening the tender. The committee will check the all documents (Application in format / Firm Registration Certificates/ Work Experience / Studio and other equipment facility / Turnover last three years/ List of key personnel / Application fee / EMD/ PAN number / financial bids etc. submitted by the agency. The committee will prepare a list of all eligible agency/firms and will recommend their name for technical evaluation.

VP has adopted a two-bid selection process (QCCB) in evaluating the proposals comprising a 70:30 criteria, where 70% weightage will be accorded to technical evaluation and 30% weightage will be accorded to the financial bid.

7.1 Technical Evaluation:

| S.N. | Parameters | | Total Marks |
|----------|---|----|-------------|
| 1 | Firm's Relevant Experience in running a studio for live and recorded shows for TV/OTT and coverage of events from the field. | | 15 |
| | Experience of more than fifteen years | 15 | |
| | Experience of more than ten years | 12 | |
| | Experience of more than eight years | 09 | |
| | Experience of more than six years | 06 | |
| | Experience of more than three years | 03 | |
| 2 | State-of-the-art studio infrastructure (Studio Space, Design, Equipments and Other hardware and software) | | 60 |
| | Age and Model of Equipments | 20 | |
| | Studio Space, Design | 10 | |
| | Furniture Design and Age | 15 | |
| | Overall Access and Look and Feel of Studio Premises | 15 | |
| 3 | Presentation (Understanding of the work envisaged in tender document; Sample/prototype of the video content from the Studio and work flow mechanism etc.) | | 15 |
| 4 | Profile of key technical personnel | | 10 |
| | TOTAL | | 100 |

Bids securing 70 percent or more will qualify for financial evaluation.

7.2 Financial Evaluation:

A date, time and venue will be notified to all shortlisted applicants for announcing the result of technical evaluation and opening of Financial Proposals. The opening of financial proposal shall be done in presence of representative of applicants who choose to remain present. VP will not entertain any query or clarification from applicants about technical evaluation marks. No TA/DA will be admissible to the agency/firms. Proposer or authorized representative will attend the presentation at their own cost.

The lowest Bid (L1) will be based on the lowest combined score (CS) after considering the Price quoted Format given in Annexure D on this NIT and the Technical scores

referred above. All shortlisted applicants would be assigned financial score. For financial evaluation, the total cost indicated in the Financial Proposal, excluding GST Tax, will be considered. 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 = $\{(Financial\ Bid\ of\ L1/Financial\ bid\ of\ the\ Bidder) \times 100\}\%$ (adjusted to 2 decimals)

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

$$CS = \text{Technical Score} \times 0.7 + \text{Financial Score} \times 0.3$$

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.) Financial scores (4) | Financial Score of a bidder= (Financial Bid of L1/Financial bid of the Bidder)X100}% |
|--------------------|----------------------------|--|--|---|
| 1 | Bidder 1 | 80 | 60 | $(50/60) \times 100 = 83.33$ |
| 2 | Bidder 2 | 75 | 55 | $(50/55) \times 100 = 90.90$ |
| 3 | Bidder 3 | 70 | 50 | $(50/50) \times 100 = 100$ |

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 Bidder A = $80 \times 0.7 + 83.33 \times 0.3 = 56 + 24.999 = 80.999$ (CS1)

CS obtained by Bidder B = $75 \times 0.7 + 90.90 \times 0.3 = 52.5 + 27.27 = 79.77$ (CS2)

CS obtained by Bidder C = $70 \times 0.7 + 100 \times 0.3 = 49 + 30 = 79.00$ (CS3)

For financial evaluation, the total cost indicated in the financial proposal, excluding GST, will be considered.

8. PAYMENT:

Payment will be made on monthly basis upon receipt of invoice from the Agency.

Selected firm/agency will produce the bill to Vigyan Prasar on third day of the following month.

9. 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.

10. OTHER TERMS AND CONDITIONS

10.1 Selected company will deposit the PBG (10 % of total cost of the project) to Vigyan Prasar.

- 10.2** Vigyan Prasar will sign the agreement with selected firm/agency for a maximum period of two years. The work order will be issued initially for the period of one year and after one year a review will be done and based on the performance of the agency the work order will be extended for the remaining period. The competent authority of Vigyan Prasar will have right to extend the work order for another one-year period but in any case it will not go beyond three years in total.
- 10.3** The Proposal shall be valid for a period of not less than 180 days from the Proposal Due Date (the 'PDD').
- 10.4** Director, Vigyan Prasar reserves the right to accept or reject any or all tender(s) without assigning any reason thereof.
- 10.5** Director, Vigyan Prasar has right to curtail or extend the period of the work order on pro rata basis, based on operational grounds, if necessary.
- 10.6** There will be no revision in the price quoted except due to revision in the taxes/government levies.



VIGYAN PRASAR
Application Form

Part – 1

Agency/Firm Information

| S.N. | Particulars | Details |
|------|--|---|
| 1 | Name of the Agency/Firm | |
| 2 | Complete Address for communication (Address with pin code, telephone numbers, fax no and emails). | |
| 3 | (i) Phone /Mobile Number (ii) Email Id | |
| 4 | 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 |
| 5 | (i) PAN Number (ii) GST number (ii) Financial Turnover of the Firm/ company during last 3 years | |
| 6 | Brief Description of the Proposer's Activities | |
| 7 | Number of years of experience in producing content. (Attach Work Orders of earlier works with other Government Departments/autonomous bodies /PSU's and others) | |
| 8 | Has the Agency/ its sister concern/any director ever been blacklisted/defaulted by any organization? | |
| 9 | Enclosed DD/Bank order for Rs5000/- | Rupees..... DD No..... dateddrawn on bank..... being non-refundable application fee |

| | | |
|-----|---|--|
| 10. | Enclosed being submitted by us for please find DD/Bank order for Rs.10,00,000/- being EMD for the application | Rupees..... DD No..... dateddrawn on bank..... |
| 11. | 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 abide by the decision of Director, Vigyan Prasar regarding allocation of works.
- (vi) I, hereby declare that I shall adhere to the terms and conditions mentioned in the tender document.

Signature:.....

Full Name:.....

Date:.....



VIGYAN PRASAR

Agency/Firm experience

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

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

SIGNATURE OF THE PROPOSER

Annexure -I



VIGYAN PRASAR

Minimum Requirement of Infrastructure, Studio, Equipments, Manpower

1. STUDIO SPECIFICATIONS

The studio shall have a chroma setup as well as a real studio, which shall be utilized as per requirement. The real studio design, look and feel shall be implemented based on a design approval from Vigyan Prasar. This may involve gypsum boards, paint, decorative lights and some interior decoration props like indoor plants etc. The studio table (will need to be of a contemporary look and feel), studio chairs, sofas, coffee tables etc will need to be approved by Vigyan Prasar. The configuration of the studio will be as follows:

| Sl. N. | Head | Item | Requirement |
|---------------|---|-------------------|--|
| 1 | State-of-the-art-studio (Delhi/ Noida) | Infrastructure | Situated at good location, Sound Proof, Proper lighting, air-conditioning, three-Camera setup, Makeup room, one real set with custom-fabrication as per design provided/approved by Vigyan Prasar and one Chroma set. Sets need to be spacious enough to accommodate 3-4 invited guests. Phone in integration. |
| 2 | Studio Furniture | Furniture / Props | Studio needs to have at least two sets of furniture. 1) One contemporary studio table with branding plate and high chairs to suit the table for Chroma. 2) Three sofas / Relaxed couches with two coffee tables and relevant props and decoratives etc. to be used with real studio |
| 3 | PCR / MCR | | 3- units of Camera Chain, Video Mixer, Audio Mixer, Graphics Input Player, FCP Laptop (2), Hard Disk (2), Call Converter Net Service and all other relevant studio equipment for PCR and MCR that matches any international standard TV channel |

2. EQUIPMENTS

The agency shall be expected to provide the following equipment as per the plan below:

2.1 Studio Equipment

Minimum three-camera setup in the studio and an additional dedicated set of equipments for outdoor shoot assignments as listed below:

| Sl. N. | Item | Nos |
|--------|---|---------------|
| 1 | HD Cameras + tripods etc as necessary | 3 |
| 2 | Cordless lapel mics | 6 |
| 3 | Lights (for both Chroma and Real Studios) | As applicable |
| 4 | Boom Mic | 2 |

2.2 Outdoor Shoot Equipment

| Sl. N. | Item | Nos |
|--------|-----------------------------------|-----|
| 1 | HD Camera | 1 |
| 2 | HD Camera + 2 Cordless lapel mics | 1 |
| 3 | BoomMic with Branding | 2 |
| 4 | Lights | 2 |
| 5 | Hand Held Lights | 2 |

2.3 Equipments Required for Post-Production

| Sl. N. | Item | Nos |
|--------|--|-----|
| 1 | Editing Tables | 3 |
| 2 | Graphics Workstations | 2 |
| 3 | Desktops/Laptops with at least 8GB RAM for Production team | 6 |
| 4 | MS Office Licence | 6 |
| 3 | Voiceover Recording Terminal with Mic | 1 |
| 4 | Adobe CC License | 5 |
| 5 | 3D Max License | 2 |
| 6 | 10 mbps P2P Leased Line | 1 |
| 7 | AMC for Hardware and Software | |

3. STUDIO MANPOWER

3.1 Manpower Pool A : The technical manpower listed below, shall come bundled along with the studio:

| Sl. N. | Designation | Nos |
|--------|---------------------|-----|
| 1 | Cameraman | 3 |
| 2 | Assistant Cameraman | 2 |
| 3 | PCR Assistant | 3 |
| 4 | Online Switcher | 2 |
| 5 | Studio Engineer | 1 |
| 6 | Electrician | 2 |

| | | |
|---|------------------|---|
| 7 | Sound Recordist | 1 |
| 8 | Lights Assistant | 2 |

3.2 Manpower Pool B :

This team shall be the backbone of the agency's deliverables to Vigyan Prasara. This team shall be interviewed/ selected / hired and managed in close consultation with Vigyan Prasara, according to the terms below:

| Sl. N. | Designation | Nos | Essential Experience |
|--------|---|-----|---|
| 1 | Producer (Promo) | 1 | Min 6 years' experience of having worked in the output desk of a TV channel, producing and packaging promos in a reputed TV channel |
| 2 | Anchor-cum-Producer (Hin) | 3 | Min 3 years' experience of anchoring in a reputed Hindi TV channel, preferably handling science programmes |
| 3 | Anchor-cum-Producer (Eng) | 2 | Min 3 years' experience of anchoring in a reputed English TV or web TV channel, preferably handling science programmes and with impeccable spoken English |
| 4 | Producer | 1 | Min 3 years' experience of having worked in the output desk of a TV channel, producing and packaging programmes in a reputed TV channel, preferably handling science programmes |
| 5 | Script Writer (Hin) | 2 | Min 3 years' experience of Hindi script-writing in a TV, OTT or web video channel, preferably handling science programmes |
| 6 | Script Writer (Eng) | 1 | Min 3 years' experience of English script-writing in a TV, OTT or web video channel, preferably handling science programmes |
| 7 | Graphic Designer (3D) – Motion Graphics | 2 | Min 5 years' experience of 3D motion graphics in a TV channel or mainstream ad agency, |

| | | | |
|---|-------------------|---|--|
| | | | handling documentaries or ad films or promos with high graphic content. Should be able to conceive and put together channel and programme montages with ease. Must have an impressive portfolio of work. |
| 8 | Video Editor | 3 | Min 3 years' experience of editing videos in a TV or web video channel, with in-depth knowledge of FCP and Adobe Premiere Pro |
| 9 | Guest Coordinator | 2 | Min 1 years' experience of guest coordination in a TV channel |

Financial Bid

(One copy in a separate sealed cover)

We offer to undertake the studio project of India Science and DD Science television channels as per the RFP No: VP /SOT/973/IPTV/2017/StudioTender2019, dated 27 February 2019 for a total cost of Rs _____ per month.(in words.

.....
.....) Exclusive of GST*.

The head wise details of the budget will be as follows;

| SN | Head | Monthly Charges Amount (in Rs)* |
|-----------|---|--|
| 1. | Operational, infrastructure, administrative, services charges for 50 hours of studio floor utilization plus 15 days of outdoor shoot per month plus manpower and services as stated in in the tender document | |

*Exclusive of GST

Please provide the following rates:

| SN | Head | Amount (in Rs) ** |
|-----------|---|--------------------------|
| 1. | Coverage of LIVE event from field-Delhi NCR – upto 60 minutes duration * | |
| 2 | Coverage of LIVE event from field-Delhi NCR – upto 120 minutes duration* | |
| 3. | Rate per shoot in case Outdoor shooting exceeds 10 outdoor shoots per month (as referred in Clause 4.3) within Delhi NCR per day | |
| 4. | Rate per shoot in case Outdoor shooting exceeds 15 outdoor shoots per month outside Delhi NCR per day (Excluding travel costs. Travel cost will be as per DAVP norms) | |

* Service provider to bear full responsibility and cost of internet connectivity / bandwidth and live streaming from venue. Cost of backend Streaming Server to be borne by Vigyan Prasar.

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.