



## 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/SOT/978/Science Quiz Compt./2017

Dated: 16-05-2018

**Sub: Invitation of Proposals for Production of 11 Science Quiz Competitions by shooting at Gangtok, Aizwal and Agartala**

### 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 following video program:

S.N.	Tentative title of the project
1	3 Camera Shooting for the Quiz Competitions in North East States of India

### 1.1 About the Program

“Sci-Connect” Connecting Science with Young Talents with science: is a program initiated by the Vigyan Prasar especially for children in North-Eastern States of India, i.e., Assam, Mizoram, Nagaland, Tripura, Manipur, Sikkim, Meghalaya and Arunachal Pradesh.

The program is being organized in 4 stages:

- (i) Screening of films
- (ii) District Level Science quiz-Stage I
- (iii) State Level Quiz-Stage II
- (iv) Regional Level Quiz-Stage III

**Stage I:** Screening of science films produced by Vigyan Prasar will be organized at all Registered schools

**Stage II:** From the content of screened films, a selection test in written format will be organized at all participating/registered schools. Fifteen participants will be selected from each State for the next level.

**Stage III:** The selected 15 participants for the stage II will be invited to the State level. Five teams of three students each will be formed and a Quiz show will be organized. This quiz show will also be telecast through regional DD Kendras. One best team, comprising three students will be selected for the next level from each State.

**Stage IV:** One team from each State will be invited for the final round, and best three teams will be selected for the award.

The 15 participants selected on merit basis in the Sci-Connect stage I examination. The 5 teams comprising of 3 students per team will be formed and a live quiz undertaken among these 5 teams. The quiz will be covered by video shooting in HD and repackaged, edited for producing about 45 minutes duration program.

Hence, there will be total 8 quizzes among the 15 students of each state of North-East and among winner teams from states (to be held in Aizwal and Gangtok) there will be 2 Pre-finals and 1 final (to be held in Agartala). (Produced 11 Quiz Shows)

## **2.0 Scope of Work:**

- (i) Total 11 quizzes to be covered by 3 camera shoots.
- (ii) Shooting Locations: 03 in the capital of Mizoram, Tripura, Sikkim.
- (iii) Post production: High Quality Chroma background with animations suitable in theme of science and technology, appearance of Questions and answers on screen as and when needed.
- (iv) Duration: Final version of each episode will be of about 45 minute of the irrespective of Quiz Shot.
- (v) Shoot format: Shooting in HD and mastering in various formats as specified in deliverables.
- (vi) Language: Master Production in English
- (vii) Production of the video program complete in all respect for telecast through television channel.
- (viii) Duration for completion of program:-3 months from the shooting of final at Agartala, Tripura (period including prior approval on rough cuts).
- (ix) Stage arrangements for the Quiz Shows: - Stage arrangements like tables, chairs, lightening, background-Green for chroma, make up of students and anchor all are responsibility of producer.
- (x) Anchor:- Anchor from Science Background is preferred-Professional Anchor has to be engaged for the quiz shows –anchor will be selected and paid by producer. Selection of anchor needs prior approval by the authorized officer from Vigyan Prasar.

## **3.0 Deliverables:**

Submission of the masters will be in HD format including deliverables mentioned below (for each quiz episode):

- a. Telecast master (DVC pro tape and Blue Ray disc both) – One copy of each episode
- b. Telecast master mix and unmix in soft copy (MOV or MPEG format & all episode in one Hard disk)
- c. DVD copies- 20 copies (scratch proof)
- d. Inlay card for the DVD design (in psd format) and jewel case design (in psd format)
- e. 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 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.

## **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

The proposer must submit its **Technical Proposal** (part 1 to 4) and **Financial Proposal** (part 5) 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 5 are being given along with the application form. All covers must have the full address of the applicant.

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 VP/SOT/978/Science Quiz Compt./2017]

- (i) The proposals should be submitted in the prescribed format. Proposals not in the format will be rejected.
- (ii) The technical proposal must be accompanied with:-
  - Proof of being 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. 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 DD. Enclose copy of the work orders for last three years. (DO NOT enclose the originals)
  - Copy of company registration certificate, memorandum & articles of association and work orders as evidence.
  - 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.
- (iii) The proposer will not vary/modify any aspect of the proposal/ budget etc during the validity period or any extension thereof.
- (iv) The application must be submitted with a non refundable fee of Rs.1000/- for each project applied through DD/bank order drawn in the name of "**Vigyan Prasar**" payable at New Delhi.
- (v) Application should be accompanied by a EMD of Rs.50,000/- (Fifty 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 30 days of the finalization of the selection and award of the work.
- (vi) The EMD and application fees can be paid through online by NEFT/RTGS/IMPS to Vigyan Prasar account as detailed below (kindly submit details of NEFT with the proposal the):-

**VIGYAN PRASAR**  
**ADDRESS- A- 50, NCMRWF BUILDING, SECTOR- 62, NOIDA.**  
**NEFT/RTGS DETAIL**  
**BANK NAME- UNION BANK OF INDIA.**  
**BANK ACCOUNT NUMBER- 349902010040204.**  
**IFSC CODE- FOR RTGS/NEFT- UBIN0534994.**

**BANK ADDRESS- SAFDARJANG DEVELOPMENT AREA, C-4  
COMMUNITY CENTRE, NEW DELHI- 110016.**

- (vii) The duly signed proposal should reach to: Registrar, Vigyan Prasar, A-50, NCMRWF Campus, Institutional Area, Sector-62, NOIDA 201309, on or before 3.00 PM of 30<sup>th</sup> May 2018. 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. Tender will be opened on 31<sup>st</sup> May 2018 at Vigyan Prasar, A-50 Institutional Area Sector 62 Noida at 11.00 am. For any query related to submission of proposal, applicant may contact to Shri Sachin Narwadiya, Scientist-C, Vigyan Prasar through phone no.0120-2404430 Ext.238 or email [sachin@vigyanprasar.gov.in](mailto:sachin@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/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 for opening of financial bids.
- The financial bid is opened for the firms found to be technically qualified. Selection will be made on lowest quote basis L-1.

**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 Delivery Schedule:**

The company who has been awarded the work shall complete the production of the programme and deliver all the materials as follows:

- **After shoot:** Provide rough cut after 30 days from the date of shoot of the final quiz show.
- **Final Product:** 15 days from the approval of the rough cut.

**10.0 Penalty:**

The time is the essence of the contract and in the event of failure of the Video Programme Producer to complete the production of the said programme and delivering the materials referred to above the said specified period, he/she shall be liable to make good all losses or damages which may be suffered by VP together with a sum of amount equivalent to 0.5% per week upto maximum of 5%.

**11.0 Payment:** 100% Payment after completion of work satisfactorily. The payment will be subject to deduction of tax & service & penalty including other deductions, if any.

**12. 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.

**13. 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 film visually 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 decision of Director, VP.
- The Proposal shall be valid for a period of up to 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.
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- Director, Vigyan Prasar has right to extend the period of job based on genuine reasons if necessary.
- The firm/company who have been awarded the work earlier and has not completed work in time will have to complete the work before being awarded any new assignment. Failing, with which the work will be automatically given to next firm in the wait-list.



Submit one copy

**VIGYAN PRASAR**

**Part – 1**

**Application Form**

**Proposer's Information**

I/We wish to apply for the following science serial/serials. Details are as under:

S.N.	Particulars	Details
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.	<b>(i) Phone /Mobile Number</b> <b>(ii) Email Id</b>	
5.	<b>Legal status of Organization</b> 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.	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/NEFT detail for Rs 1000	Rupees..... DD No..... dated .....drawn on bank..... being non-refundable application fee for proposal for ONE/TWO themes/serials
12.	Enclosed being submitted by us for please find DD/Bank order//NEFT detail for Rs 50,000/- being EMD for the application (only one EMD of 50,000/- is needed for any number of themes/ topics applied for)	Rupees..... DD No..... dated .....drawn 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:.....



**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(as per para no.4.0)**

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





**VIGYAN PRASAR**  
**Part – 3**

Key personals for the projects applied for

- 1 Name of the Director
  
- 2 Name of the camera persons(s)
  
- 3 Name of the Video editor(s)

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

**VIGYAN PRASAR**

**(Part - 4 )**

**Consent letter from the Director /Camera persons(s) / Video editor(s)  
(if more than one, pl attach separate sheets in the same format)**

1. Name of the Director/editors/camera personnel:
  
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*

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

Form 5 (Budget quote)

We offer to undertake the project to **produce 11 quizzes on .....**  
..... (in English) as per the RFP No: VP/SOT/978/Science  
Quiz Compt./2017 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. The cost will include applicant firms team members travel, accommodation, food etc to all 3 locations and duration of shoot in North-Eastern States.