

VIGYAN PRASAR
Department of Science and Technology

REQUEST FOR PROPOSAL

No: VP/AV/918/ Documentary /2013

Dated 17.10.2013

Sub: Invitation of proposals for production documentaries - regarding

1 INTRODUCTION

Vigyan Prasar, an autonomous organisation under the Department of Science and Technology, New Delhi has been undertaking 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 2013-2014. Proposals are invited from various agencies for undertaking the production documentaries.

Topics/ themes:

1. Homi Jehangir Bhabha
2. Meghnad Saha
3. Satyendra Nath Bose
4. Anna Mani

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

1.2 **Scope of work :** Production of the documentaries complete in all respects for telecast through television channel.

1.2.1 **Duration:** Fit for 30 mts slot.

1.2.2 **Shoot format:** Shooting in HD and mastering in various formats as specified in deliverables.

1.2.3 **Language:** Hindi and English

1.2.4 **Quality:** - The film quality should be of high standard preferably HD Quality.

1.2.5 **Estimated cost:** exclusive of service tax: Rs. 6,00,000/- (Six lak) each documentary (for both language).

1.3 **Due Diligence by Applicants:** Applicants may send email at sachin@vigyanprasar.gov.in for clarifications or on phone 011-26967532.

1.4 **Availability of RFP Document:** RFP document can be downloaded from the Official website of the Vigyan Prasar (www.vigyanprasar.gov.in)

1.5 **Validity of the Proposal:** The Proposal shall be valid for a period of not less than 180 days from the Proposal Due Date (the '**PDD**').

1.6 **Brief Description of the Selection Process:** Vigyan Prasar has adopted a two bid selection process in evaluating the Proposals. Firstly technical evaluation will be carried out as specified in section 3 by an evaluation committees to be appointed by Vigyan Prasar. Based on this technical evaluation, a list of short-listed applicants shall prepare as specified in section 4. Subsequently the financial evaluation will be carried out as specified section 4.

- 1.7 Communications: All communications including the submission of Proposal should be address to: Registrar, Vigyan Prasar, A50 NCMRWF Campus, Sector 62, NOIDA 201 309 or sent in email to sachin@vigyanprasar.gov.in
- 1.8 Not more than two documentary will be awarded to single proposer or firm.
- 1.9 All communications, including the envelopes, should contain the following information, to be marked at the top in bold letters: **[RFP NOTICE NO VP/AV/918/ Documentary /2013]**
- 1.10 The application must be submitted with a **non refundable fee of Rs.500/-** by way of DD / bank order drawn in the name of ÷Vigyan Prasarö payable at New Delhi. (If applied for one documentary Rs.500/-, for two documentaries Rs.1000/-, for three documentaries 1500/- and for four documentaries Rs.2000/-.)
- 1.11 Application should be accompanied by a EMD of Rs.25,000/- (Twenty five thousand) as separate DD drawn in favour of ÷Vigyan Prasarö 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.(for applying one, two, three or four documentary one EMD of Rs.25000/- is adequate)
- 1.12 Last date for the submission of the application, that is Proposal Due Date is **18th November, 2013, 10 am.** The proposals may be submitted either in person or by post.
- 1.13 Vigyan Prasar shall open the proposal at 11.30 hours on 18th November, 2013 at the O/o Vigyan Prasar, A 50, Sector 62, NOIDA 201309 UP and in the presence of the Applicants who chose to attend.

2 APPLICATION PROCEDURES

- 2.1 The proposals should be in the prescribed format appended herewith. Proposals not in the format will be rejected.
- 2.2 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. All covers MUST have the full address of the applicant.
- 2.3 The proposer will not vary/modify any aspect of the proposal/ budget etc during the validity period or any extension thereof.
- 2.4 **The technical proposal must be accompanied with:-**
- (a) 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 of past work done. (DO NOT enclose the originals).
- (b) Registered Company/Production houses should have service tax, Pan Number (DO NOT enclose the originals).
- 2.5 In absence of any of the documents mentioned in 2.4 above, technical proposal of the proposer shall be rejected and the proposer shall be disqualified.
- 2.6 The technical proposal should contain following:

Sl	Form	
1	Part 1 + enclosures	One Copy
2	Part 2 + enclosures	Four Copy
3	Part 3 + enclosures	Four Copy

4	Part 4 + enclosures	One Copy+ DVD of your past work
5	Part 5 + enclosures	One Copy

2.7 The financial proposal that is Part 6 of the application form should contain following label

Enclosed form 6:
 Budget for the Documentary
 Submitted by (name of the firm)
 Signature of the proposer/authorised signatory :

3 EVALUATION PROCESS

- 3.1 Vigyan Prasar shall open the proposal at 11.30 hours on **18th November 2013** at the O/o Vigyan Prasar, A 50, Sector 62, NOIDA 201309 UP and in the presence of the Applicants who chose to attend. The packets marked "Technical Proposal" shall be opened first. The packed marked "Financial Proposal" shall be kept sealed for opening at a later date.
- 3.2 Vigyan Prasar shall subsequently examine and evaluate the Proposals in accordance with the provisions set out in section 3 and 4.
- 3.3 To facilitate evaluation of Proposals, Vigyan Prasar may, at its sole discretion, seek clarifications in writing from any Applicant regarding its Proposal.
- 3.4 Test of responsiveness: Prior to evaluation of Proposals, Vigyan Prasar will determine whether each Proposal is responsive to the requirements of the RFP. A Proposal shall be considered responsive only if the proposal:
- É it is received as per the formats (Technical Proposal- part 1 to 5) and (Financial Proposal part 6)
 - É it is received by the Proposal Due Date (PDD) including any extension thereof pursuant.
 - É it is signed, sealed and marked as stipulated in the format.
 - É The Financial proposal is in a separate sealed cover.
 - É It contains all the information (complete in all respects) as requested in the RFP:
 - É It contains information in the formats specified in this RFP; and
 - É It does not contain any condition or qualification
 - É It is not non-responsive in terms hereof.
- 3.5 Vigyan Prasar reserve the right to reject any Proposal which is non- responsive and no request for alternation, modification, substitution or withdrawal shall be entertained by Vigyan Prasar in respect of such Proposals.
- 3.6 Vigyan Prasar would subsequently examine and evaluate the proposals in accordance with the Selection Process specified at section 3 and section 4. Only those proposals that are found to meet the test of responsiveness would be evaluated.
- 3.7 After the technical evaluation Vigyan Prasar would prepare a list of qualified shortlisted applicants (as specified in 4.5) for opening of their Financial Proposals. A date, time and venue will be notified to all shortlisted applicants for announcing the result of evaluation and opening of Financial Proposals. Before opening of the Financial Proposals, the list of qualified Applicants along with their Technical Score will be read out. The opening of Financial Proposal shall be done in presence of respective representative of applicants who choose to remain present. Vigyan Prasar will not entertain any query or clarification from Applicants who fail to qualify at any stage of Selection Process.
- 3.8 Applicants are advised that selection will be entirely at the discretion of Vigyan Prasar. Applicants will be deemed to have understood and agreed that no explanation or justification on any aspect of the Selection Process or Selection will be given.
- 3.9 Any information contained in the Proposal shall not in any way be constructed as binding on Vigyan Prasar, its agents, successors or assigns, but shall be binding against the Applicant if

any worth is subsequently awarded to it under the Selection Process on the basis of such information.

- 3.10 Vigyan Prasar reserves the right not to proceed with the Selection Process at any time without notice or liability and to reject any Proposal without assigning any reasons.

4 EVALUATION PROCEDURE AND CRITERIA

- 4.1 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. In the second stage short listed firms would be invited for a presentation and combined technical scores would be prepared.
- 4.2 In the First Stage, the Technical Proposals will be evaluated on the basis of Applicant's experience in production of science films/ science and development video series, experience of key persons, proposed methodology and proposed treatment/script.
- 4.2.1 The Scoring criteria to be used for evaluation shall be as follows:

Items Code	Criteria	Marks
1.a	Firm's Relevant Experience in Science Film Making	10
1.b	Relevant Experience of the Key personnel	10
2.	Sample Work submitted (in the form of CD)	20
3.	Sample Script/ Treatment (documents submitted under form 3)	40
Grand Total		80

- 4.2.2 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 (a&b) and 2 above. At least two of the three members will be external experts. The sample script/ treatment would be sent to two experts for blind review (that is the name of the proposer would not be disclosed to the reviewer to avoid bias/ prejudice).
- 4.2.3 Only those Applicants whose Technical proposals score more than 50 points or more out of 80 shall be shortlisted for the second stage. If the number of the proposals so short listed are less than three, then the proposal that have received top three ranks, would be considered for second stage.
- 4.3 All those shortlisted vide 4.2.3 above would be invited to make a presentation before an expert committee nominated by VP at a time and place decided by VP.
- 4.3.1 The short listed applicant or authorized representative would be permitted to make the presentation on the proposed treatment. No TA/DA will be admissible to the proposers/ applicants. Proposer or authorized representative will attend the presentation at their own cost.
- 4.3.2 The expert committee will award maximum of 20 marks for each project based on the presentation and discussion thereof.
- 4.3.3 Total score will be made and proposer will be ranked.
- 4.4 Those who score above 75 will be considered technically qualified and if only one firm is technically qualified same will be entertained.

4.5 Generally, the successful Applicant shall be the Technically Qualified applicant (wide 4.4) having the Lowest Quote. However, not more than two documentaries will be awarded to one proposer.

5 TERMS AND CONDITIONS

5.1 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.

5.2 The deliverables for each Documentary for each language are:

- i. Telecast master DVC pro -50 - two copy
- ii. Telecast master HD format -two copy
- iii. Hard disc (MOV or empg2 format) - one copy
- vi. DVC Pro ó un mix international track - one copy
- vii. DVD copies - 10 copies
- viii. VCD copies -10 copies
- ix. Inlay card for the DVD/VCD design (in psd format) and jewel case design (in psd format)
- x. Hard copy of the final script in print form (one copy) and in ms-word or rtf file format in CD format
- xi. A 200 words synopsis in English and Hindi in soft copy along with 10 snapshots (image in .jpg format) from the documentary.

5.3 The select agency should submit detailed script inclusive of visuals proposed. Only on approval of the script/outline shooting should be undertaken. The content development would be undertaken by the selected producer with the guidance of the Head, Audio visual division. VP.

5.4 Each episode will be previewed by a nodal officials/ experts (including head AV division) nominated by VP for this purpose. The decision of the expert/ nodal officer will be final.

5.5 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 5% of the contract value to be advanced to it as performance guarantee (only applicable for selected proposer/ firm for whom work order is issued). if the selected proposer fails to deliver and complete the project the BG will be forfeited.

5.6 The selected applicant/ proposer shall submit ALL the episodes within the last date mentioned below. Failure to do so will attract penalty as stipulated in 5.9

5.7 One company will not get more than 2 documentaries for production.

Last date for delivery of the deliverables

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

5.7 Extension of the time may be permitted by VP at its own discretion for not more than two times, however the total period of extension shall not exceed 90 days.

5.8 The selected proposer shall indemnify Vigyan Prasar and telecaster against any litigation or dispute that may arise out of the content of the said programmes/ serials.

5.9 FAILURE AND TERMINATION CLAUSE: Time, date of delivery and quality of production shall be essence of the contract. If the contractor fails to deliver the services within the period fixed for such delivery in the schedule or at any time repudiates the contract before the expiry of such periods the organization may without prejudice to any other right or remedy, available to it to recover damages for breach of the contract:-

- (a) Recover from the Contractor as agreed liquidated damages and not by way of penalty, a sum equivalent to 0.5 % per week delay or part thereof from the date of delivery as started in clause 6.7 but not exceeding 10% of value of the work order for such delay (this is an agreed, genuine per-estimate of damages duly agreed by the parties) which the contractor has failed to deliver thereof is accepted after expiry of the aforesaid period. The organization will be free to encash bank guarantee of the proposer in addition to recovery of aforesaid liquidated damage if the contract continued to fail to provide the services within the delivery period.
- (b) The output should meet Broadcast standards and is liable to be rejected alongwith imposition of penalty equivalent to one episode fee in case of poor quality of work.

5.10 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.

5.11 Payment will be made in stages.

5.11.1 5% 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)

5.11.2 30% of the contract value (plus service tax thereof, less deduction if any) would be released on submission of the scripts, duly accepted by VP (of all the episodes)

5.11.3 40% on submission of the rough cuts for preview (plus service tax thereof, less deduction if any). This stage of the release may be made pro- rata basis for the episodes submitted.

5.11.4 25% 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 all the episodes. At all the stages statutory taxes levies and government deductions will be made as per the existing rules.

5.12 The Prgramme will adhere to the broadcast code of Doordarshan Government of India.

(Maj Somesh C. Jhigan)
Registrar,VP

VIGYAN PRASAR

Part – 1

Proposer's Information

Application for the Topic/ theme

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 Legal status of Organization:

- a) Is it a registered firm/company? : Yes/No
(Photocopies of the certificate of registration should 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
- 5 Copies of PAN Number and service tax number:
- 6 Has the Agency/its its sister concern/any director ever been blacklisted/defaulted by any organization?: Yes/No (If yes, give details)
- 7 Enclosed please find a DD for 500/1000/1500/2000(tick appropriate amount)
(Rupees..... DD No..... dateddrawn on bank..... being non-refundable application fee for proposal being submitted by us.
- 8 Enclosed please find a DD for 25000 (Rupees..... DD No..... dateddrawn on bank..... being EMD for proposal being submitted by us(please ref clause 1.11 for details).

9 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 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 apropos ale 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-----

(Seal of organization)

Submit four copies

VIGYAN PRASAR

Part – 2

Programme specification

1 Brief Description of the Proposer's Activities related to Video production (Attach Separately) in the last five years

Sl	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 Documentary films, **if any** (Attach separately) in the last three years.

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

(Attach additional sheets if needed)

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

4 Any other information

SIGNATURE OF THE PROPOSER

Submit four copies

VIGYAN PRASAR

Part – 3

Programme specification:

(Treatment & approach for the topic/theme applied for)

Treatment and approach should be strictly on the plane paper which does not contain any names, logo, name of person, signature etc which can attribute to disclosure of identity of a person or company to whom script belongs.

Submit four copies

VIGYAN PRASAR

Form – 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

[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 the onus would on the applicant and VP will reject the proposal]

Submit one copy

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)

VIGYAN PRASAR

Part 6 5 (a)

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

1. Name

of the Director : _____

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 Director including filmotography (Attach Separately)

I _____, hereby give my consent to be the director

(Name of the Expert)

of the _____ for _____

(Name of the Documentary) (Proposer's Name)

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

Signature

VIGYAN PRASAR

Part 6 5 (b)

Consent of script writer

(if more than one, pl attach separate sheets in the same format)

1. Name

of the Expert : _____

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 be the script writer

(Name of the Expert)

of the _____ for _____

(Name of the Documentary) (Proposer's Name)

I also understand that I would be solely responsible for content development and preparation of the script .

Signature of the script writer

VIGYAN PRASAR

Part – 5 (c)

Consent of subject expert

(if more than one, pl attach separate sheets in the same format)

1. Name

of the Subject Expert : _____

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 (Attach Separately)

I _____, hereby give my consent to be the subject expert

(Name of the expert)

_____ for _____

(Name of the location) (Proposer's Name)

For the project _____

Signature of the expert

(one copy in a separate sealed cover)

Form 6 (Budget quote)

We offer to undertake the project to **Documentry (in English and Hindi)** as per the RFP **RFP NOTICE NO VP/AV/918/ Documentary /2013** dated 17th October 2013 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

* **NOTE:** The cost mentioned here would be considered as the final quote from the firm. No change would be accepted.

Submit only one copy in a separate sealed cover

Check list of documents to be submitted

<i>SL</i>	<i>Form</i>	Number of copies to be submitted (Yes or not)
<i>1</i>	Part 1 + enclosures (PAN no etc)	<i>One Copy</i>
<i>2</i>	Part 2 + enclosures	<i>Four Copy</i>
<i>3</i>	<i>Part 3</i>	<i>Four Copy</i>
<i>4</i>	Part 4+ enclosures	One copy + DVD of your past work
<i>5</i>	Part 5 and 5(a), (b), (c) + enclosures	One copy (for each Documentary applied for)
<i>6</i>	Part 6	One copy each in separate cover with proper label as stated in 3.7 on the cover