

**VIGYAN PRASAR**  
**Department of Science and Technology**  
**REQUEST FOR PROPOSAL**  
**Indian Science This Week**  
**A weekly current affairs/ news based magazine**

**F No: VP/AV/923/Science-News/2013**

**dated 17.10.2013**

**Sub:** Request for proposals for Indian Science This Week: A weekly current affairs/ news based magazine

Sealed proposals are invited on behalf of Vigyan Prasar from experienced company/production houses for the production of India Science This Week (weekly current affairs/ news based programme of 22 ½ mts duration) on fixed budget basis.

**1 Scope of Work:**

A weekly bulletin of 22 ½ minutes duration (in Hindi and English) based upon news/ current affairs related to science, technology, environment, health and similar themes/ topics, in particular showcasing the advancement and achievements of science and technology research done in India. Global developments may also find part. The programmes are required to be submitted two day prior to telecast to the telecaster. Further, if any additional channels come forward to telecast repackaging and remastering appropriate to that channel needs to be undertaken.

**2 Budget**

Proposals are invited under the Fixed budget basis. A Sum of Rs 215000/- (for both languages) + service tax as applicable per episode will be made for the first 104 episodes and a sum of 240000/- (for both languages) + service tax as applicable per episode will be made for the next 104 episodes. In addition a sum of 15000/- (for both languages) + service tax as applicable per episode will be made for if any additional repackaging and remastering is required for any other channel come forward to telecast the programmes.

**3 Who can apply?**

- 1 Proposer should be Delhi/ NCR based
- 2 Should have access to studio floor/ space for set
- 3 Engage professional news editor (who will be responsible for the content selection and directly report to VP or VP nominated official(s) on a day to day basis. The consent from the proposed news editor should be submitted in the format form 4 (a) and 4 (b). The news editor should be eminent person with at least 5 years of professional experience in video/ television journalism OR print media.
- 4 Should have 25 stringers in locations specified in appendix A. Consent letter from the proposed stringers should be submitted in the format (format 5) along with the proposal OR the proposer should have branch/ sub offices at these locations in such case

documentary proof may be submitted OR should have entered into an agreement with a video production firm/ company having offices at these location for the purpose of this RFP or otherwise.

#### **4 Application procedure**

4.1 Interested firms/agencies/producers may submit their application in the prescribed format enclosed herewith along with a copy of a dummy/ pilot (in DVD or VCD format only) in Hindi and English. FOUR copies of the application must be submitted. Incomplete application would be rejected. Enclosed application format is to be used and applications not in the format would be rejected.

4.2 Ensure that Part 1 to 7 of the application form duly filled in and is along with necessary enclosures.

4.3 Application Fee: Each Application should be accompanied by a non-refundable fee of Rs 5000/- in by way of DD / bank order drawn in the name of ÷Vigyan Prasar÷ payable at New Delhi.

4.4 EMD: A EMD of Rs 1,00,000/- (One lakh rupees) should be submitted along with the application by the proposer) as separate DD drawn in favour 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 finalisation of the selection and award of the work.

#### **5 Selection procedure**

5.1 The selection would be based upon the a) artistic and aesthetic aspects of the pilot submitted b) proposers prior experience c) facilities possessed by the proposer d) treatment /approach suggested by propsoer for the serial along with the budget proposed. A committee of experts would examine the merit of the proposals and rank them. No recommendations would be entertained.

5.2 Vigyan Prasar shall open the proposal at 11.30 hours on 19th 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.

5.3 The Scoring criteria to be used for evaluation shall be as follows:

Items	Criteria	Marks
1	Pilot submitted (in form of VCD/DVD)	40
2	Proposers prior experience	20
3	News editor(s) profile score	10
4	Approach (segments proposed etc)	10
Grand Total		80

5.4 The Pilot and sample treatment/approach submitted would be sent to different experts for review. Two separate committees with not more than one VP officials will be constituted for relative evaluation of 2&3 above.

5.5 Generally the firm/proposer scoring highest score will be selected. The next highest score proposer will be kept in reserve in case the work is not allotted to the highest score prosper or subsequently the work is terminated within 6 months of the after the award of the work-order.

#### **6 Terms and Conditions:**

- 6.1. 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.
- 6.2. The proposals should be in the prescribed format appended herewith. Proposals not in the format will be rejected.
- 6.3 The proposer must submit its Technical Proposal (form 1 to 6)
- 6.4 The proposer will not vary/modify any aspect of the proposal/ budget etc during the validity period or any extension thereof.
- 6.5. 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 news current affairs related programmes done in the past/being done with Departments of the Central/State Government, Corporate Houses and Television companies including DD. Enclose work orders for last three years.
- (b) Details of production infrastructure in particular
- b.1 in-house editing studio
  - b.2 audio posting facility
  - b.3 access to studio floor (in case of own or rented studio leases agreement/ rent agreement or any other documentary proof may be provided) Proposer may also submit details of the company having the requisite studio infrastructure with which it has entered into a proper agreement (with documentary proof) for the purpose of this tender or otherwise.
- (c) Data collection network in and around the specified (in Annexure-B) location in the form of stringers/ video journalists. In case the proposer firm does not have its own production infrastructure and data collection network, it may provide details of the company having the requisite infrastructure with which it has entered into a proper agreement with documentary proof for the purpose of this tender or otherwise.
- (e) Registered company/Production houses with 5 years working experience in the field of production of developmental or social sector television programmes. (Enclose Company registration certificate, memorandum & articles of association and work orders as evidence) would be entertained.
- (f) Registered Company/Production houses should have service tax, Pan number for last 3 years. (Enclose certificates and copy of last three years Income Tax returns).
- (g) A dummy (pilot) of India Science This Week bulletin (duration 22 ½ minutes) **both in Hindi and English** is required to be furnished along with proposal documents.
- 6.6. In absence of any of the documents mentioned on clause 6.5(a) to 6.5 (g) above, technical proposal of the proposer shall be rejected and the proposer shall be disqualified.
- 6.7. VP reserves the right to select one proposer or more than one proposer and assign each of them alternative weeks or other such arrangements deemed fit.
- 6.8. VP reserves the right to reject any or all the proposals in part or in full.
- 6.9. It is the responsibility of selected Proposer to see the delivery of tapes to the telecaster after

obtaining the proper approval for the content/technical from the Authorities of Vigyan Prasar and the telecaster. For this no extra cost can be claimed.

6.10. Submission of the masters will be in HD format along with DVC pro-50 including deliverables mentioned below for each language:

Telecast master DVC pro -50	- two copy
Telecast master HD format	-two copy
DVD copies	- 10 copies
VCD copies	-10 copies
Hard copy of the final script in print form (one copy) and in ms-word or rtf file format in CD format	

6.11. The shots of one programme shall not be used in another programme. In the event of such repetition, deductions will be made from the payment to the said bulletin on a pro-rata basis for the length of repeated shots. Format may be changed subsequently without any extra cost.

6.12. Each Bulletin will be previewed by a nodal official/ expert set up for this purpose. The decision of the expert/ nodal officer will be final.

6.13. 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 Rs 10,00,000 (ten lakhs) to be advanced to it as per provisions of the agreement entered into with Vigyan Prasar will have to be submitted. (Only applicable for selected proposer/ firm for whom work order is issued)

6.14. The timely dispatch of the tapes to the telecaster will solely be the responsibility of the selected proposer failing which liquidated damages as indicated in Clause '19' of this notice will be recovered.

6.15. Initially VP will give provisional contract for 6 months (that is 26 episodes). After elapse of three months, a committee to be nominated by Director VP will examine the first 13 episodes. If found satisfactory VP will confirm the contract for further 3 ½ years that is work order for additional 192 episodes will be awarded.

6.16 VP may terminate the work/contract with 3 months notice, in case slot for telecast is not available.

6.17. The selected proposer shall indemnify Vigyan Prasar and telecaster against any litigation or dispute that may arise out of the content of the said bulletins.

6.18 **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 10% of the monthly value of the order per day for such delay or part thereof (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 en-cash 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 along with imposition of penalty equivalent to one episodes fee in case of poor quality of work.

6.19. **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 Organisation or that he had to deal with the matters to which contract relates and that in the course of his duties as this Organisation employees he had expressed views on all or any of the matters in dispute of difference.

6.20. Payment of each episode will be made after the telecast of the episode/ bulletin on pro-rata basis.

6.21. The programme will adhere to the broadcast code including broadcast code of Doordarshan.

6.22 The selected agency should liaison with the channel(s) for telecast in consultation with official nominated by VP.

**Last date for submission proposal is November 19, 2013, 10 AM.** Proposals may be submitted by post or by hand. Postal delay will not be condoned. Four copies of the application and all the enclosures should be submitted.

**Communications:** All communications including the submission of Proposal should be address to: Registrar, Vigyan Prasar, A50 NCMRWF Campus, Sector 62, NOIDA 201 309.

For any query related to submission of proposal contact by email to [sachin@vigyanprasars.gov.in](mailto:sachin@vigyanprasars.gov.in) and phone no.011-26967532.

The application may be submitted in a **sealed cover** addressed to ~~Registrar, Vigyan Prasar, NCMRWF Campus, A50, Institutional area, Sector 62, NOIDA 201307~~ with the envelope marked **‘Proposals for “Indian Science This Week – bulletin”**. **Unsealed and unmarked covers would be rejected.**

With warm regards,

(Registrar)  
Vigyan Prasar

Encl: 1) Application format (form 1 to 7)

**VIGYAN PRASAR**  
**Part – 1**  
**Proposer's Information**

**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. Proposer's Category (Please tick only ONE, which is most appropriate/ applicable to you)**


4.1 Production House

4.2 Freelance Producer

4.3 Subject Expert

4.4 Institution

4.5 Others í

Please Specify \_\_\_\_\_

\_\_\_\_\_

**5. Legal status of Organisation:**

a) Is it a registered firm/company? : Yes/No  
 (photocopies of the certificate of registration may be attached)

b) Is your organization a proprietorship : Yes/No  
 firm, partnership firm or company? (Attach Document)



**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**

S.No.	Name of Production	Year of production	Format	Duration	Language	Organisation for which produced	Copy of the workorder/ documentary proof placed at

**2. Experience in the production of Science Communication/Education, if any (Attach Separately) in the last three years**

S.No.	Name of Production	Year of production	Format	Duration	Language	Organisation for which produced	Copy of the workorder/ documentary proof placed at

**SIGNATURE OF THE PROPOSER**



**VIGYAN PRASAR**  
**Part – 3**  
**Programme specification**

**Give a detailed description of how a typical episode/ bulletin would look like. Give time breakups for each segment. Detail alternate segments/ variation, if any, you will adopt.**

**Attach a copy of the pilot/ dummy (in DVD/ VCD format only) in Hindi and English**

**SIGNATURE OF THE PROPOSER**

**VIGYAN PRASAR**  
**Form – 4**  
**Video production facilities with the Proposers**

**1) Do you have your own edit studio? : YES/ NO**

If yes then,

- i) Address
- ii) Telephone No.
- iii) Fax
- iv) Is the studio fully owned by your own organization or in partnership with some other Organization?

Give a brief description of the equipment and software you have. Attach a sheet if needed

**2) Do you have your own audio studio? : YES/ NO**

If yes then,

- i) Address
- ii) Telephone No.
- iii) Fax
- iv) Is the studio fully owned by your own organization or in partnership with some other Organization?

Give a brief description of the equipment and software you have. Attach a sheet if needed

**3) Do you have your own shooting floor/ shoot studio capable of multicam set-up? :**

If yes then

- i) Address
- ii) Telephone No.
- iii) Fax
- iv) Is the studio fully owned by your own organization or in partnership with some other Organization?

If no then, where do you propose to set up the set and conduct the shoot? Do you have any agreement for this proposal or otherwise for access to studio floor. Provide documentary evidence as well as state the full address / telephone number fax etc.

NOTE: Please attach list of shooting, recording, editing and other equipments and facilities and documentary proof of ownership/retainer ship of production facilities.

**SIGNATURE OF THE PROPOSER**

**VIGYAN PRASAR**  
**Part – 5 (a)**  
**News editor (Hindi) Consent**

**1. Name**

A. of the Expert : \_\_\_\_\_

B. 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 to supervise the  
*(Name of the Expert)*  
 content of the \_\_\_\_\_ for \_\_\_\_\_  
*(Name of the programme)* *(Proposer's Name)*

I also understand that I would be solely responsible for content of every bulletin/  
 episode and for the adherence of the broadcast code.

Signature

**VIGYAN PRASAR**  
**Part – 5 (b)**  
**News editor (English ) Consent**

**1. Name**

C. of the Expert : \_\_\_\_\_

D. 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 to supervise the  
*(Name of the Expert)*  
 content of the \_\_\_\_\_ for \_\_\_\_\_  
*(Name of the programme)* *(Proposer's Name)*

I also understand that I would be solely responsible for content of every bulletin/  
 episode and for the adherence of the broadcast code.

Signature

**VIGYAN PRASAR**  
**Part – 6**  
**Consent of stringers**

**1. Name**

E. of the Stringer : \_\_\_\_\_

F. 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/Filmography of the stringer (Attach Separately in the enclosed format)**

<p>I _____, hereby give my consent to be the stringer at  <i>(Name of the stringer)</i></p> <p>_____ for _____  <i>(Name of the location)</i> <span style="float: right;"><i>(Proposer's Name)</i></span></p> <p style="text-align: right; margin-top: 20px;">Signature of the stringer</p>
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NOTE: Attach separate sheet from stringers from all the locations stated in Annexure A.

**VIGYAN PRASAR**  
**Part – 7**  
**Budget for Hindi and English**

I/We the undersigned (sole proprietor/ authorized signatory), if selected, hereby undertake to produce weekly science news/ current affairs programme for 30 mts slot duration under the 'Fixed budget basis' of 215000/- per episode (for both languages) +service tax as applicable for the first 104 episodes and at the rate of Rs 2,40,000/- (for both languages) +service tax as applicable for next 104 episodes.

Further we also undertake to repackage and remaster for another channel the episodes at the rate of Rs Rs 15000/- (for both languages) +service tax as applicable.

Signature of authorized signatory

Name:

Date

Place:

**Appendix A**

List of places wherein the proposer should have reporter for gathering of news clips/ coverage of events. (enclose the stringer/ video journalist biodata in the enclosed format)

1. Ahmadabad
2. Bangalore
3. Bhopal
4. Bhubaneshwar
5. Chennai
6. Guwahati
7. Jaipur
8. Jalandhar
9. Kolkata
10. Lucknow
11. Mumbai
12. Raipur
13. Ranchi
14. Shimla
15. Srinagar
16. Jammu
17. Thiruvananthapuram
18. Portblair
19. Dehradun
20. Agartala
21. Gangtok
22. Aizwal
23. Shillong
24. Imphal
25. Hissar