



VIGYAN PRASAR

Short Notice Inviting Proposal

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 24x7 Internet based science and technology television channel.

SN	Name of the work	Tender Fee in rupees (non-refundable)	EMD in rupees	Last date of Submission	Tender Number
1.	Hiring i) state-of-the-art studio with professional and support manpower for producing audio-visual content ii) hosting the live web content iii) channel packaging, scheduling for 24x7 Internet based science and technology television channel.	Rs 1000/-	Rs 1,00,000/-	28 Dec 2017	VP/SOT/973/IPTV/2017

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)

No: VP/SOT/ 973/ IPTV/2017

Date: 13/12/2017

Sub: Invitation of proposals from media production houses for works related to Internet Based Science and Technology Channel of Government of India

1. Background

Department of Science and Technology (DST), Government of India, intends to disseminate information on capabilities and achievements of Indian Science and Technology sector on continuous basis through high quality, educative, easily understandable, informative, science video programs in interesting formats. These science and technology based programs will be made available to public through dedicated 24x7 Internet Based Science and Technology Channel. Vigyan Prasar (VP), an autonomous organization of Department of Science and Technology has been designated as the nodal agency for producing content and running the Channel. Accordingly, VP proposes to hire media production house/agency having i) state-of-the-art studio with professional manpower and support staff for producing audio-visual content, ii) hosting the live web content iii) channel packaging, scheduling for 24x7 Internet based science and technology television Channel. The Channel's goal is to help people to appreciate the presence of science in their daily lives, to demystify knowledge and make it accessible to all. "Science is everywhere and for everyone" will be the guiding principle of this proposed Channel. Information dissemination in interesting and innovative formats will be the cornerstone of this Channel.

2. Aim

The aim of this 24x7 Internet based science and technology Channel 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. Scope of Work :

- i. The Agency should be able to replicate their experience of running the Internet based TV/ IPTV platform successfully. Agency will provide the Channel ID, Promos, montage, etc. as per the requirements generated from time to time.
- ii. The Agency shall provide state-of-the-art studio with professional manpower and support staff for producing at least two hours of fresh scientific content on daily basis. This two hours content will be webcast live from the studio and during the remaining hours programs already produced will be webcast through NIC server. Besides, the above agency will also cover related Live Events outside the studio and telecast /webcast these live.
- iii. The Agency should be able to post manpower with requisite experience, exposure and expertise to handle the technical and editorial aspects to manage the studio-sets, designing of sets, sitting arrangements, changeover of sets, audio & video switching along with technical-electrical & communication, audio & engineering support, among other requirements. Agency must be able to deploy trained manpower to control the PCR & MCR separately, but in tandem to run the programs effectively & efficiently. The professional people should be able to place camera units, mark their locations & movement, and manage audio & video input/ output.
- iv. The Agency should have expertise, in creating seamless coordination between the technical & editorial teams and also with VP team. Agency must be able to create an effective command centre to oversee every aspect, even remotely.
- v. Content management should be prime requirement with experienced manpower heading that cell to ensure quality of the online content maintaining the ethical, moral & national interest intact.
- vi. The agency would be responsible to build a web-based platform and App for mobile for internet based TV for live-streaming and showcasing of Channel feed and host it on NIC server, along with successful security auditing of the same.
- vii. Two hours live show/ recording will be done on daily basis. Vigyan Prasar will decide the content and show will be managed by the selected agency. For remaining hours, also content will be provided by Vigyan Prasar. The agency will store the all telecast content in their storage device and submit to Vigyan Prasar on fortnightly basis in hard disk.
- viii. The Agency will provide the vehicles for ferrying guests.
- ix. The Agency will be selected, initially for the period of 6 months, and its work may be extended further based on its performance and requirements.

5.0 Eligibility:

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

- i. The registered company/firm should have minimum 3 years experience of running live / recorded studio based programs in TV and/or IPTV platforms and other web platforms.
- ii. Agency must have an in-house experienced team with requisite expertise and experience in

working with various TV Channels & IPTV platforms to execute the entire assignment smoothly.

- iii. The Agency's dedicated team for live programming should be sufficient in number of requisite manpower, which is the requisite norm of manpower for running such program. Team Leader, Director, Producers, Switchers, PCR & MCR executives, Web administrator and other related staff should have minimum experience of five year and more.
- iv. Agency/company should have annual financial turnover of Rs 50.00 lakh in last three years.
- v. The Agency should have a studio in Delhi / Noida.

6.0 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.

7.0 How to Apply

- i. The Agency 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. 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]
- ii. 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 registered company/Production house 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. Company/Agency registration certificate, memorandum & articles of association and work orders as evidence.
 - c. Copy of audited annual accounts for last 3 years, other document (such as ITR etc) showing total turnover of the company/firm.
 - d. Copy of GST, Pan Number and last three years Income Tax returns.
 - e. 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.
 - f. An EMD of Rs.1,00,000/- (Rupees one lakh only) 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 30 days of the finalization of the selection and award of the work.

7.1 The proposer will not vary/modify any aspect of the proposal/ budget etc during the validity period or any extension thereof

7.2 The duly signed proposal should reach: The Registrar, Vigyan Prasar, A50, NCMRWF Campus, Institutional Area, Sector-62, NOIDA-201309, on or before 11.00 hrs of 28 December, 2017. Tenders received (by post or by hand) after due date and time will be summarily rejected. VP will not responsible for any postal delay. Tender will be opened on 28 December 2017 at Vigyan Prasar, A-50 Institutional Area Sector 62 Noida at 12.00 hrs. For any query related to submission of proposal, applicant may contact Shri Sachin C Narwadiya, Scientist-C, Vigyan Prasar through phone no. 07827338158 or email sachin@vigyanprasar.gov.in

8.0 Evaluation Process:

- i. All the received proposals will be first scrutinized 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.
- ii. VP has adopted a two bid selection process in evaluating the proposals. Firstly technical evaluation will be carried out as specified in evaluation procedure by committee(s) appointed by VP. Based on this technical evaluation, a list of short-listed applicants will be prepared and subsequently the financial evaluation will be carried out.
- iii. Pre bid meeting will be held on 18 December, 2017 at Vigyan Prasar , A-50, Secotr-62, Noida 201309 at 14:00 hrs. Participant may clear doubt about the specification and other technical details of the Bid document.
- iv. The technical proposals would be evaluated and scores would be assigned. Technical Proposals will be evaluated on the basis of agency/firm experience in working with various TV Channels & IPTV, production of live shows and events, Team profile, Studio with technical facilities, and technical capability of establishing and running 24X7 internet based science channel The scoring criteria to be used for evaluation will be as follows.

Technical Evaluation:

S.N.	Parameters	Total Marks
1.	Firm's Relevant Experience in conducting live shows for TV/IPTV and web platform from studio and coverage of event from the field and recording of programs	20
2.	State-of-the-art studio and facility and team profile to run the Channel.	50
3.	Presentation: Approach for establishing internet based science channel, and its maintenance	30
	Total	100

All the eligible companies/firms who will obtain at least 70 marks out of 100 will only be eligible for financial evaluation. No TA/DA will be admissible to the agency/firms. Proposer or authorized representative will attend the presentation at their own cost.

Financial Evaluation:

- i. A date, time and venue will be notified to all short-listed applicants for announcing the result of evaluation and opening of Financial Proposals. The opening of financial proposal shall be done in presence of respective representative of applicants who choose to remain present. VP will not entertain any query or clarification from applicants who fail to qualify at any stage of selection process.
- ii. The Purchase Committee of Vigyan Prasar will open the financial bids of all eligible firms.
- iii. For financial evaluation, the total cost indicated in the financial proposal, excluding GST, will be considered. The lowest financial proposal (L1) will be awarded the work.

9.0 Payment:

Payment will be made on monthly basis after the production and webcast of desired number of programs. Selected firm/agency will produce the bill to Vigyan Prasar on first day of the following month.

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. There 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 employee he had expressed views on all or any of the matters in dispute of difference.

11. Other terms and condition

- i. The theme and topic of the each program should be confirmed by VP. The production should be of the highest quality, meeting the industry standards and such a format that it could be telecasted in all possible media (social media and DTH platform etc.). Competent and approved talent/voices should only be used.
- ii. Vigyan Prasar shall hold proprietary rights on the use, marketing contents, and intellectual etc. of the final edited programmes .This includes rights for video, cable, radio, website, internet, publishing, new media and conversion to film and DVD formats

etc. The agency will not use and show this material anywhere without the permission of Vigyan Prasar.

- iii. Appropriate use of modern editing techniques including rendering of text/ visuals, multi-layering, compositing, chroma key, special effects, etc should be made to make the program visually very rich. The video film should meet the international telecast standards of all public and private channels.
- iv. In case of failure to deliver all or part of the equipments/services which effectively result in incompleteness/disruption of transmission, a penalty @ 1% of the total project cost offered will be levied per day.
- v. Selected company will deposit the PBG (10 % of total cost of the project) to Vigyan Prasar.
- vi. Vigyan Prasar will sign the agreement with selected firm/agency initially for a period of six months.
- vii. In case of the variation in time of coverage of events (Field) beyond the time specified in the financial bid, payment will be made on pro-rata basis.
- viii. The Proposal shall be valid for a period of 180 days from the Proposal Due Date (the 'PDD').
- ix. Director, Vigyan Prasar reserves the right to accept or reject any or all tender(s) without assigning any reason thereof.
- x. Director, Vigyan Prasar has right to curtail and extend the period of job based on genuine reasons, if necessary.



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 Rs 1000/-	Rupees..... DD No..... dateddrawn on bank..... being non-refundable application fee for proposal for ONE/TWO themes/serials
10.	Enclosed being submitted by us for please find DD/Bank order for Rs.1,00,000/- 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 and other infrastructure facilities 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/We undertake to execute the contract in the event of its being awarded by Vigyan Prasar, and in the event of my/our failure to do so the Vigyan Prasar, shall be entitled to forfeit the earnest money deposited by me/us and invoke and forfeit performance bank guarantee and shall be free to assign the contract to any other firm at my/our risk and cost.
- (vi) I will abide the decision of Director Vigyan Prasar regarding allocation of works.
- (vii) Here by I declare that I shall adhere to the terms and conditions mentioned in RFP.

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

S. 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



VIGYAN PRASAR

Minimum Requirement of Infrastructure, Studio, Equipments, Manpower

SN	Head	Item	Requirement
1.	State-of-the-art-studio (Delhi/ Noida)	Infrastructure	Situated at good location, Sound Proof, Proper lighting, 3-Camera, Makeup room, Chroma, spacious enough to accommodate where 4-5 persons on stage who are invited for the discussions and other related infrastructure to run the channel .
		PCR	3- units of Camera Chain, Video Mixer, Audio Mixer, Graphics Input Player, FCP Laptop (2), Hard Disc (2), Call Converter Net Service and other infrastructure.
		MCR	Play-out Machine Card Loaded Desk top, Black Magic/Aza Card loaded Desk top and other related infrastructure.
2.	Technical Manpower		Creative Director-1, Content Editor -1, Script Writers-2, Office Manager-1, Guest Co-ordinator-1, Graphics Designer-1, Studio Producer-2, Cameraperson-2 Asst Cameraperson-1, PCR Assistance-1, Online Switcher-1, Online Sound Recordist-1, Studio Engineer-1, VT Editor-1, IT Engineer-1, Web Executive-1, Web Programmer-1 Spot Boy-1, Electrician-2 Anchor-2, Reporter-3, Voiceover artist-2, Digital Marketing manager-1 and other related staff.
3.	Vehicle		Vehicle are required for ferrying Guests



Financial Bid

(One copy in a separate sealed cover)

We offer to undertake the project of Internet based Science television channel as per the RFP No: VP /SOT/973/IPTV/2017, dated _____ for a total cost of Rs _____

(in words.....) for the period of Six months. The head wise detail of the budget will be as follows:

S. N.	Head	Amount (in Rs.) *
1	Operational, infrastructure, administrative facilities charges for the production of two hours programme on daily basis with Professional /Technical manpower	
2	Coverage of live events from field – Delhi- NCR (average three in one month) up-to 30 minutes duration	
3	Coverage of live events from outside Delhi- NCR (average three in one month) up-to 30 minutes duration	
	Total	

**Exclusive of the GST .*

Please provide the following rates;

1.	Coverage of live events from field – Delhi- NCR up-to 15 minutes duration	
2.	Coverage of live events from field – Delhi- NCR up-to 45 minutes duration	
3.	Coverage of live events from field – Delhi- NCR up-to 60 minutes duration	
4.	Coverage of live events from field – outside Delhi- NCR up-to 15 minutes duration	
5.	Coverage of live events from field – Delhi- NCR up-to 45 minutes duration	
6.	Coverage of live events from field – outside Delhi- NCR up-to 60 minutes duration	

Name of the Proposer :

Name of the Company :

Date :

Place :

Signature of the authorized signatory