



**Vigyan Prasar**

(An Autonomous Organisation of Department of Science and Technology)  
A-50, NCMRWF Building, Sector- 62 Noida (UP) 201309

**EXPRESSION OF INTEREST (EOI) FOR EMPANELMENT OF AN AGENCY FOR  
PRODUCTION OF VIDEO SCIENCE PROGRAMMES**

**Dated: 31/05/2019**

**VP/SOT/984/DD-Vigyan/Empanelment/2019**



**Vigyan Prasar**

**A-50, NCMRWF Building, Sector- 62  
Noida (UP) 201309**

**[www.vigyanprasar.gov.in](http://www.vigyanprasar.gov.in)**

## 1. INTRODUCTION

### 1.1 Background

- 1.1.1 Vigyan Prasar (VP) is an autonomous organisation of Department of Science and Technology, Govt. of India. The main objective of VP is to popularize science among common people.

VP 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 for proposed i) dedicated science slot on Doordarshan and ii) Internet Based Science and Technology Channel.

VP proposes to empanel media production house/agency having experience in production of science programmes, infrastructure, key personnel etc. 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.

- 1.1.2 With an endeavors for promotion of science and technology, Vigyan Prasar intends to empanel agencies who would produce science video programmes for an initial period of 2 (two) years (the "Service"), and same may be extended on additional one year on the same or mutually agreed terms & conditions subjected to satisfactory performance.
- 1.1.3 EOI document is available on the Vigyan Prasar website i.e. [www.vigyanprasar.gov.in](http://www.vigyanprasar.gov.in), interested parties may download the EOI documents from the website and submit theirProposals.
- 1.1.4 The Empanelment document shall be the basis for drawing up a list of Empanelled Agencies based on the evaluation of Applicants' experience, turnover, credential of key personnel's etc. in terms of thisdocument.
- 1.1.5 The Technical bid should be accompanied with an Earnest Money Deposit (EMD) of Rs.1,00,000/- and Non refundable tender fee of Rs.5000.00 in the form of DD, drawn in favour of "Vigyan Prasar", payable at New Delhi or can be paid online by NEFT/RTGS/IMPS to Vigyan Prasar account as detailed below (kindly submit details of NEFT with theproposal):-

**Account Name/ 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**

- 1.16 The scope of services to be provided by the Agency are general and the list is not exhaustive i.e. does not mention the entire incidental services required to be carried out. The services shall be provided all in accordance with true intent and meaning, regardless of whether the same may or may not be particularly described, provided that the same can be reasonably inferred there from. There may be several incidental services & assignments, which are not mentioned herein but will be necessary to complete the work in all respects. The tentative scope of services shall be as stated in **Annexure-1**.
- 1.17 The statements and explanations contained in this EOI are intended to provide a proper understanding to the applicants about the subject matter of this EOI and should not be construed or interpreted as limiting in any way or manner the scope of services and obligations of the Agency set forth in EOI. Vigyan Prasar's rights to amend, alter, change, supplement or clarify the scope of work, the Right to be awarded pursuant to this EOI or the terms thereof or herein contained. Consequently, any omissions, conflicts or contradictions in the Documents including this EOI are to be noted, interpreted and applied appropriately to give effect to this intent, and no claims on that account shall be entertained by Vigyan Prasar.
- 1.18 Vigyan Prasar shall receive Proposals pursuant to this EOI in accordance with the terms set forth in this EOI and any addenda issued subsequent to this EOI (collectively the " Documents"), as modified, altered, amended and clarified from time to time by Vigyan Prasar, and all Proposals shall be prepared and submitted in accordance with such terms.
- 1.19 The Agency shall have to provide services for Production of Science Video Programme. Applications are invited from reputed agency having sound experience similar background, appropriate registrations and Pre qualification criteria set out in this document. Agency, who have completed similar task who have qualified technical and well established office facilities need to apply.

## **1.2 Brief Description of Empanelment Process**

Vigyan Prasar will select agencies for empanelment based on criteria specified in the EOI document. Vigyan Prasar invites eligible applicants to submit their Proposals (in prescribed the format) in hard copy to be delivered by Courier/Registered Post/Speed Post/Hand delivery at (Vigyan Prasar) office up to 31/05/2019, 15:00 Hrs in accordance with the terms of this EOI document.

Contact Information & Address for communication:-

**Vigyan Prasar, A-50, NCMRWF Building, Sector-62, Noida-201309**

- 1.21 During this Empanelment Stage, applicants are invited to carry out, at their cost, such studies as may be required for submitting their respective application for empanelment.

1.2.2 The Empanelment Process shall be governed by, and construed in accordance with, the laws of India and the Courts at Delhi shall have exclusive jurisdiction over all disputes arising under, pursuant to and/ or in connection with the Empanelment Process.

### 1.3 Schedule of Empanelment Process

Last date for submission of Applications ( the “Application Due Date”)	31/05/2019 15:00 Hrs
Application Fee	Rs.5000/- (Rupees Five thousand Only)

### Clarifications

Applicants requiring any clarification on the EOI may notify Vigyan Prasar in writing and email to the address before pre proposal conference. The subject line for communication must clearly bear the following:

Queries/Request for Additional Information: **“EOI FOR EMPANELMENT OF AN AGENCY FOR PRODUCTION OF SCIENCE VIDEO PROGRAMME** verbal clarifications and information given by Vigyan Prasar or its employees or representatives shall not in any way or manner be binding on Vigyan Prasar.

### SECTION 2:- INSTRUCTIONS TO APPLICANTS

#### 2.1 Eligible Applicants

2.1.1 In order to participate in the Empanelment Process, the Applicant’s should be a single business entity (the “Applicant”). The term Applicant used herein would apply to a Single Business Entity.

A Single Business Entity shall mean a company incorporated under Companies Act, 1956/2013 or a sole proprietorship firm registered under the Proprietorship Act, 1908 or a partnership firm registered under the Indian Partnership Act, 1932 or a Limited Liability Partnership Firm registered under Limited Liability Partnership Act, 2008.

#### Note:

1. No Consortium or Joint Venture is allowed to participate in the Empanelment Process
2. If the Applicants:
  - i. A company should furnish copy of the certificate of incorporation and memorandum of association as a proof of identity.
  - ii. A sole proprietorship firm, and a Limited Liability Partnership firm should furnish copy of the registration certificate, GST and IT returns for the last three financial years preceding the Application Due Date as a proof of identity.

- iii. A registered partnership firm, should furnish a copy of the IT returns for the last three financial years preceding the Application Due Date along with a copy of GST registration certificate under the registrar of firms and a copy of the partnership deed executed between the partners as a proof of identity.

### **2.1.2 The agency will be empanelled into following twocategories:**

**i) Tier I:** The Agencies in tier I category will be empanelled for the programmes which require extensive research, subject expertise in different areas of Science and Technology, coordination/networking with different scientific labs, pan India approach. These programme will be high impact, high budget (maximum up to DAVP approved rate or rates fixed by competent authority of Vigyan Prasar based on nature of work). For example Science serial/documentary films/films/animated videos on topics related to nature, space, fundamental science, industrial science, news related programme and others.

**ii) Tier II:** The Agencies in tier II category will be empanelled for the programmes which require delivery in short span of time, focused/defined research in different areas of Science and Technology. These programmes have medium to low budget accordingly to requirement (example documentary films, event coverage, lecture, quiz, dubbing, lab profile and hands on programmes, studios based programmes and others)

**iii) Tier III:** The Agencies in tier III category will be empanelled for the programmes which require delivery in short span of time, focused/defined research in different areas of Science and Technology. These programmes have low budget accordingly to requirement (example short films, Promos, fillers, event coverage, lecture, quiz, dubbing, lab profile and hands on programmes, studios based programmes and others)

**Note:** Agency which will shortlisted for Tier I will be automatically qualify for Tier II& Tier III

A applicant is required to fulfill the criteria specified below. Any applicant who does not meet the criteria set out below shall be disqualified.

- **For Tier I:** The Applicant must have achieved an Average Annual Turnover of Rs.50,00,000/- (Fifty Lakhs Only) and produced minimum 15 science programmes (minimum 15 minutes duration and more for each programme) preceding 5 (five) years. The total turnover achieved by the Applicant during last 3 years shall be divided by 3 (i.e. 2016-17, 2017-18 and 2018-19) to compute average turnover. The above video programmes should have been produced for any government department/PSU any government organizations in last three years.
- **For Tier II:** The Applicant must have achieved an Average Annual Turnover of

Rs.20,00,000/- (Twenty Lakhs Only) and produced at least five science and technology based programmes (minimum 15 minutes duration and more such programmes) preceding 3 (three) years. The above video programmes should have been produced in last three years. To calculate the average turnover, the total turnover achieved by the Applicant during last 3 years shall be divided by 3 (i.e. 2016-17, 2017-18 and 2018-19) to compute averageturnover.

- **For Tier III:** The Applicant must have achieved an Average Annual Turnover of Rs.10,00,000/- (Ten Lakhs Only) and produced at least one science and technology based programmes (minimum 15 minutes duration and more) preceding 3 (three) years. The above video programmes should have been produced in last three years. To calculate the average turnover, the total turnover achieved by the Applicant during last 3 years shall be divided by 3 (i.e. 2016-17, 2017-18 and 2018-19) to compute averageturnover.
- The Applicant must be registered in India. (supporting documents must be furnished) Should have GST and PANRegistration.
- Bidders must have its own facilities for producing the programmes.

2.1.3 Any Agency which has been barred by the Central Government or any entity controlled by them, from participating in any project/provision of service and the bar subsists as on the Application Due Date, shall not be eligible to submit a Proposal/ Applications. Format enclosed as **Appendix–V** for submission with this Application.

2.1.4 Science Video Programmes means, video programmes in the field of Natural Science, Science Fiction, Engineering, Technology, Environment, Biographies on Scientists, Discoveries, Health, Agriculture, Science News programmes etc.

2.1.5 Vigyan Prasar reserves the right to reject any Proposal that does not meet this requirement.

## **2.2 Number of Applications**

Each Applicant shall submit only one (1) Application, in response to this EOI. Any applicant who submits or participates in more than one Application shall be disqualified.

## **2.3 Cost of Applications**

The Applicant shall be responsible for all costs associated with the preparation of its Applications and its participation in the Empanelment Process. Vigyan Prasar will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the EmpanelmentProcess.

## **2.4 Right to accept any Application and to reject any or all Applications**

2.4.1 Vigyan Prasar reserves the right to accept or reject any Application and to annul the

Empanelment Process and reject all Proposals/ Applications at any time, without any liability or any obligation for such acceptance, rejection or annulment, without assigning any reasons thereof.

2.4.2 Vigyan Prasar reserves the right to verify all statements, information and documents submitted by the Applicant in response to the EOI. Failure of Vigyan Prasar to undertake such verification shall not relieve the Applicant of its obligations or liabilities hereunder nor will it affect any rights of Vigyan Prasar there under.

## **2.5 Conflict of Interest**

2.5.1 An applicant shall not have a conflict of interest that may affect the Empanelment Process or the Services (the “**Conflict of Interest**”). Any applicant found to have a Conflict of Interest shall be disqualified. A undertaking about conflict of interest will be giving by the application in appendix -VI.

2.5.2 Without limiting the generality of the above, an applicant shall be deemed to have a Conflict of Interest affecting the Empanelment Process,if:

- a. A constituent of such applicant is also a constituent of another applicant;or
- b. Such applicant has the same legal representative for purposes of this Proposal as any other applicant;or
- c. Such applicant has a relationship with another applicant, directly or through common third parties, that puts them in a position to have access to each other’s’ information about, or to influence the Proposal of either or each of the otherapplicant.
- d. Such Applicant, or any Associate thereof receives or has received any direct or indirect subsidy, grant, concessional loan or subordinated debt from any other Applicant, or any Associate thereof or has provided any such subsidy, grant, concessional loan or subordinated debt to any other Applicant, its Member or any Associate thereof;or
- e. An Applicant shall be liable for disqualification if any legal, financial or technical adviser of the Authority in relation to the Project is engaged by the Applicant, its Member or any Associate thereof, as the case may be, in any manner for matters related to or incidental to the Project. For the avoidance of doubt, this disqualification shall not apply where such adviser was engaged by the Applicant, its Member or Associate in the past but its assignment expired or was terminated prior to the Application Due Date. Nor will this disqualification apply where such adviser is engaged after a period of 3 (three) years from the date of commercial operation of theProject.
- f. The applicant is related with Vigyan Prasar or any of itsemployee.

## 2.6 Amendments toEOI

- 2.6.1 At any time prior to the Application Due Date, Vigyan Prasar may, for any reason, whether at its own initiative or in response to clarifications requested by applicant, amend the EOI by the issuance of Addenda in the Vigyan Prasar’s website. Any Addenda issued would be published in the Website (s) and the same shall be binding on theapplicants.
- 2.6.2 In order to afford applicants reasonable time to take the Addendum into account, or for any other reason, Vigyan Prasar may, at its discretion, extend the Application DueDate.

## 2.7 Availability of KeyPersonnel

- 2.7.1 The Applicant shall make available the following key personnel’s as specified in the tablebelow.

<b>Key Personnel</b>	<b>Educational Qualification</b>	<b>Period of Experience</b>	<b>Experience</b>	<b>Responsibility</b>
Director	Should be a diploma/degree in film making/Mass communication or any equivalent stream of discipline from a recognized University/Institute.	7 years	Experience of handling similar production of video, documentary film, planning, designing and management of govt.projects	He shall be responsible for, production planning, Designing and management of similar science video production projects and he should lead the project/team.
Script writer	Should be a diploma/degree in media or any equivalent stream of discipline from a recognized University/Institute	5 years	Experience in script and content writing	He shall be responsible for relevant content management, script and content writing. Have an experience in writing sciencescripts.
Video	Should be a	5 years	Should be proficient	He shall be



Editor	diploma/degree in film making/Mass communication or any equivalent stream of discipline from a recognized University/Institute.		in FCP, AVID and other editing software's	responsible for video editing
Science Expert	PhD/Post graduation in Sciences or Technology from recognized University/Institute	5 year	Experience in Science Communication includes writing/editing science stories/articles/video. Good networking with scientific organisations.	He shall be responsible for, developing draft outlines of the scripts, Check correctness of scripts (scientific point of view) Interact with the researchers to know his/her view and simplify the story as per requirement. Guide video production team in making animations etc.

**Note:**

- i. The Applicant should ensure that the same Key Personnel should not be proposed for more than one position.
- ii. The Applicant should submit the copy of the CV's in the format provided at **Appendix – VII** duly signed by the by Key Personnel and the authorised signatory of the Applicant.

- iii. If any Applicant/Key Personnel makes a false averment regarding his qualification, experience or other particulars, or his commitment regarding availability for providing the Services is not fulfilled at any stage after signing of the Contract, the Applicant and the Key Personnel shall be liable to be debarred for any future assignments of Vigyan Prasar for a period of 3 (three) years. The award of this Service to the Applicant may also be liable to cancellation in such an event.

## **SECTION 3: PREPARATION AND SUBMISSION OF PROPOSAL/ APPLICATION**

### **3.1 Language and Currency**

- 3.1.1 The Proposal and all related correspondence and documents shall be written in Hindi/English language and Amount will be in Indian Currency. Supporting documents and printed literature furnished by the applicant with the Proposal may be in any other language provided that they are accompanied by an appropriate translation in English language. Supporting materials that are not translated into English may not be considered. For the purpose of interpretation and evaluation of the Proposal, the English language translation shall prevail.

### **3.2 Validity of Applications**

- 3.2.1 The Application shall be valid for a period of 180 days from the Application Due Date ("**Application Validity Period**"). Vigyan Prasar reserves the right to reject any Proposal that does not meet this requirement.
- 3.2.2 Prior to expiry of the Application Validity Period, Vigyan Prasar may request the applicants to extend the period of validity for a specified additional period.

### **3.2 Applicants Responsibility**

- 3.2.1 It shall be deemed that prior to the submission of Application, the applicant has:
  - a) made a complete and careful examination of terms & conditions/requirements, and other information set forth in this EOIdocument;
  - b) received all such relevant information as it has requested from Vigyan Prasar; and
  - c) made a complete and careful examination of the various aspects of the Assignment.
- 3.2.2 Vigyan Prasar shall not be liable for any mistake or error or neglect by the applicant in respect of the above.

### **3.3 Format and Signing of Application**

3.3.1 Applicants would provide all the information as per this EOI in the specified format(s). Vigyan Prasar would evaluate only those Applications that are received in the required format and complete in all respects. Incomplete and/or conditional Applications shall be liable to be rejected.

3.3.2 All the documents of the Applications under this EOI shall be typed or written in indelible ink and signed by the authorized signatory of the applicant who shall also initial each page. All the alterations, omissions, additions or any other amendments made to the Application shall be initiated by the person(s) signing the Proposal. The person signing the Application shall initial all the alterations, omissions, additions, or any other amendments made to the Application.

The EMD amount shall remain valid for a period of 180 days from the Application Due Date, or beyond any period of extension subsequently as determined by Vigyan Prasar from time to time. The Proposal shall be summarily rejected if it is not accompanied by the EMD. The performance security shall remain valid till the period of empanelment with Vigyan Prasar.

3.3.3 The EMD shall be returned to the unsuccessful Applicants within a period of 30 (Thirty) days from the date of successful empanelment of the Agencies. The EMD submitted by the Empanelled Agencies shall be retained as Performance Security. As per instruction of Vigyan Prasar, the selected agencies shall be required to extend the validity of the demand draft.

3.3.4 The EMD of ₹One Lakh shall be forfeited, if the Applicant: Furnishes any information or document which is misleading or untrue in any material respect; engages in a corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice as specified; and

### **3.4 Submission of Applications**

3.4.1 The Agency shall be required to submit a sealed envelope super scribed as **“EOI FOR EMPANELMENT OF AN AGENCY FOR PRODUCTION OF SCIENCE VIDEO PROGRAMMES”**.

3.4.2 Applicant should be submitted in hard copy (in prescribed format) to be delivered by Courier/Registered Post/Speed Post/Hand delivery at Vigyan Prasar office upto 31/05/2019 15:00 hrs on the Application Due Date as indicated. The documents accompanying the Application(s) submission shall include:

#### **A. Application consisting of the following:**

- a) Letter of Proposal in the prescribed format at **Appendix -I**;
- b) Details of Applicant / agency in the prescribed format at **Appendix –II**;

- c) Financial Capacity in the prescribed format at **Appendix –III;**
- d) Experience of the agency in the prescribed format at **Appendix – IV;**
- e) Self-declaration in the prescribed format at **Appendix – V** for not being blacklisted
- f) Declaration about conflict of Interest – **Appendix –VI.**
- g) In case of a company, copy of the Certificate of Incorporation, Copy of Memorandum and Articles of Association of the agency.
- h) In case of a sole proprietorship firm or a Limited Liability Partnership firm it should furnish copy of either the registration certificate, GST/Sales/VAT/Service tax or IT returns for the last three financial years preceding the Application Due Date as a proof of identity.
- i) In case of a registered partnership firm, it should furnish a copy of the IT returns for the last three financial years preceding the Proposal Due Date copy of the registration certificate under the registrar of firms and a copy of the partnership deed executed between the partners as a proof of identity.
- j) Copy of the Applicant's duly audited annual reports for the preceding 3(three) **Financial Years (Along with CA Certificate).**
- k) Format for Particulars of Key Personnel's (**Director:** He shall be responsible for, production planning, Designing and management of projects and he should lead the project/team; **Script writer;** he shall be responsible for relevant content management, script and content writing; Video **Editor:** He shall be responsible for video editing; **Science Expert:** He shall be responsible for content) in the prescribed format at **Appendix –VII;**

3.4.3 Applicants may note that Vigyan Prasar will not entertain any deviations to the EOI at the time of submission of the application or thereafter. The application to be submitted by the applicant should have to be unconditional and unqualified and the applicant would be deemed to have accepted the terms and conditions of the EOI. Any conditional Application shall be regarded as non-responsive and would be liable for rejection.

3.4.4 Vigyan Prasar reserves the right to seek original documents for verification of any of the documents or any other additional documents upon opening of the empanelment Documents.

### **3.5 Applications Due Date**

3.5.1 Applicant should be submitted in hard copy to be delivered by Courier/Registered Post/Speed Post/Hand delivery at Vigyan Prasar office upto 31/05/2019 15:00 hrs on the Application Due Date as indicated, in the manner and form as detailed in

this EOI Document. Applications submitted by either facsimile transmission or telex or e-mail will not be accepted.

3.5.2 Vigyan Prasar, at its sole discretion, may extend the Application Due Date by issuing an Addendum in accordance with the provisions of this EOI.

### **3.6 Late Applications**

Applications submitted after the Due Date shall not be entertained. Applications submitted by fax, telex, telegram or e-mail shall not be entertained and shall be rejected.

### **3.7 Modifications/ Substitution/ Withdrawal of Applications**

3.7.1 The Applicants will not allow Modifications/ Substitution/Withdrawal of Applications after submission of application.

3.7.2 Withdrawal of Application during the interval between the Application Due Date and expiration of the Application Validity Period will not be allowed.

### **3.8 Confidentiality**

3.8.1 Information relating to the examination, clarification, evaluation and recommendation for the applicants shall not be disclosed to any person who is not officially concerned with the process or is not a retained professional advisor advising Vigyan Prasar in relation to or matters arising out of, or concerning the Empanelment Process. Vigyan Prasar will treat all information, submitted as part of the Proposal, in confidence and will require all those who have access to such material to treat the same in confidence. Vigyan Prasar may not divulge any such information unless it is directed to do so by any statutory entity that has the power under law to require its disclosure or is to enforce or assert any right or privilege of the statutory entity and/ or Vigyan Prasar.

### **3.9 Clarifications**

3.9.1 To assist in the process of evaluation of Applications, Vigyan Prasar may, at its sole discretion, ask any applicant for clarification on its Proposal or substantiation of any of the submissions made by the applicant. The request for such clarification or substantiation and the response shall be in writing or by facsimile. No material change in the substance of the Application would be permitted by way of such clarification/substantiation.

## **SECTION 4: EVALUATION OF APPLICATIONS**

### **4.1 Opening and Evaluation of Applications**

- 4.1.1 Vigyan Prasar shall open the Proposals on the date specified in **Clause 1.3**, in the presence of the applicants who choose to attend.
- 4.1.2 Vigyan Prasar will examine and evaluate the Proposals in accordance with the provisions set out in this Section 4.
- 4.1.3 To facilitate evaluation of Proposals, Vigyan Prasar may, at its sole discretion, seek clarifications in writing from any applicant regarding its Proposal.
- 4.1.4 Any information contained in the Proposal shall not in any way be construed as binding on Vigyan Prasar, its agents, successors or assigns, but shall be binding against the Applicant if the Services are subsequently awarded to it under the Empanelment Process on the basis of such information.

### **4.2 Tests of Responsiveness**

- 4.2.1 Prior to evaluation of applications, Vigyan Prasar will determine whether each Proposal is responsive to the requirements of the EOI. A Proposal shall be considered responsive only if: it is received through hard copy to be delivered by Courier/Registered Post/Speed Post/Hand delivery as stipulated in Clause 1.2/1.3; it contains the information and documents as requested in the EOI; it provides the information in reasonable detail. ("Reasonable Detail" means that, but for minor deviations, the information can be reviewed and evaluated by Vigyan Prasar without communication with the applicant). Vigyan Prasar reserves the right to determine whether the information has been provided in reasonable detail; it does not contain any condition or qualification; and it is not non-responsive in terms hereof.
- 4.2.2 Vigyan Prasar reserves the right to reject any Application which is non-responsive and no request for alteration, modification, substitution or withdrawal shall be entertained by Vigyan Prasar in respect of such Proposal.
- 4.2.3 Bids of a single business entity which are found to be non-responsive shall be rejected.

### **4.3 Evaluation of Applications**

- 4.3.1 The Applications received will be scrutinized to assess their eligibility based on the qualifying criteria. Those Applications which do not meet the qualifying criteria will be rejected, forthwith, or at any stage of detection.
- 4.3.2 This assessment will be done by the Tender / Selection/ Empanelment Committee of Vigyan Prasar.

**4.3.3 All the Applicants whose applications are found to be responsive as per Clause**

**4.2.1** The agency will be empanelled in two categories **Tier I and Tier II** on the basis of the marks obtained in accordance with the parameters set out in the table below:

**(a) Tier I-Category**

<b>SN</b>	<b>Parameter</b>	<b>Evaluation Criteria</b>	<b>Maximum Marks</b>
1	Organizational Profile, total years of relevant experience in the production of video programme	<ul style="list-style-type: none"> <li>• &lt; 5 years of experience = 0 marks</li> <li>• 5 years of experience = 15 marks</li> <li>• &gt; 5 years of experience = 1 marks for each 1 additional years of experience subject to the maximum of 10 marks</li> <li>• Any National/International Award for Science Video Programmes during last five years = 10 Marks</li> </ul>	35 Marks
2.	Number of films (originally) produced in science and Technology (more than 15 minutes duration) last five years	15 video programmes in the last five FYs preceding 2017-18 (i.e. 2012-13 to 2017-18 ) = 30 marks. 5 marks for 10 additional programmes subject to the maximum of 10 marks.	40 Marks
3	<b>Key Personnel</b>		<b>25 Marks</b>
a)	Director	<ul style="list-style-type: none"> <li>• Less than 7 years of experience = 0 marks</li> <li>• 7 years of experience = 7 marks</li> <li>• More than 7 years of experience = 1 marks for each 1 additional years of experience subject to the maximum of 3 marks</li> </ul>	10 Marks
b)	Script writer	<ul style="list-style-type: none"> <li>• Less than 5 years of experience = 0 marks</li> <li>• 5 years of experience = 3 mark</li> <li>• More than 5 years of experience = 1 marks for each 1 additional year of experience subject to the</li> </ul>	5 Marks

		maximum of 2 marks	
c)	Video Editor	<ul style="list-style-type: none"> <li>• Less than 5 years of experience = 0 marks</li> <li>• 5 years of experience = 3 mark</li> <li>• More than 5 years of experience = 1 marks for each 1 additional years of experience subject to the maximum of 2 marks</li> </ul>	5 Marks
d)	Science Expert	<ul style="list-style-type: none"> <li>• Less than 5 years of experience = 0 marks</li> <li>• 5 years of experience = 3 mark</li> <li>• More than 5 years of experience = 1 marks for each 1 additional years of experience subject to the maximum of 2 marks</li> </ul>	5 Marks
<b>Grand Total</b>			<b>100 Marks</b>

**(b) TierII-Category**

Sl No	Parameter	Evaluation Criteria	Maximum Marks
1	Organizational Profile, total years of relevant experience in the production of video programme	<ul style="list-style-type: none"> <li>• &lt; 3 years of experience = 0 marks</li> <li>• 3 years of experience = 15 marks</li> <li>• &gt; 3 years of experience = 1 marks for each 1 additional years of experience subject to the maximum of 10marks</li> <li>• Any National/International Award for Science Video Programmes during last five years =10 Marks</li> </ul>	35
2	Number of films (originally) produced in science and Technology (more than 15 minutes duration) last five years	5 video programmes in the last five FYs preceding 2017-18 (i.e. 2012-13 to 2017-18 ) 5 marks for 5 additional programmes subject to the	40



		maximum of 10 marks.	
3	<b>Key Personnel</b>		<b>25Marks</b>
a)	Director	<ul style="list-style-type: none"> <li>• Less than 5 years of experience = 0 marks</li> <li>• 5 years of experience = 5 marks</li> <li>• More than 5 years of experience = 1 marks for each 1 additional years of experience subject to the maximum of 5 marks</li> </ul>	10 Marks
b)	Script writer	<ul style="list-style-type: none"> <li>• Less than 3 years of experience = 0 marks</li> <li>• 3 years of experience = 3 mark</li> <li>• More than 3 years of experience = 1 marks for each 1 additional years of experience subject to the maximum of 2 marks</li> </ul>	5 Marks
c)	Video Editor	<ul style="list-style-type: none"> <li>• Less than 3 years of experience = 0 marks</li> <li>• 3 years of experience = 3 mark</li> <li>• More than 3 years of experience = 1 marks for each 1 additional years of experience subject to the maximum of 2 marks</li> </ul>	5 Marks
d)	Science Expert	<ul style="list-style-type: none"> <li>• Less than 5 years of experience = 0 marks</li> <li>• 5 years of experience = 3 mark</li> <li>• More than 5 years of experience = 1 marks for each 1 additional years of experience subject to the maximum of 2 marks</li> </ul>	5 Marks
	<b>Grand Total</b>		<b>100Marks</b>

(c) TierII-Category

Sl No	Parameter	Evaluation Criteria	Maximum Marks
1	Organizational Profile, total years of relevant experience in the production of video programme	<ul style="list-style-type: none"><li>• &lt; 3 years of experience = 0 marks</li><li>• 3 years of experience = 15 marks</li><li>• &gt; 3 years of experience = 1 marks for each 1 additional years of experience subject to the maximum of 10marks</li><li>• Any National/International Award for Science Video Programmes during last five years =10 Marks</li></ul>	35
2	Number of films (originally) produced in science and Technology (more than 15 minutes duration) last five years	5 video programmes in the last five FYs preceding 2017-18 (i.e. 2012-13 to 2017-18 ) 5 marks for 5 additional programmes subject to the	40

(d) TierIII-Category

		maximum of 10 marks.	
3	<b>Key Personnel</b>		<b>25 Marks</b>
a)	Director	<ul style="list-style-type: none"><li>• Less than 5 years of experience = 0 marks</li><li>• 5 years of experience =5marks</li><li>• More than 5 years of experience = 1 marks for each 1 additional years of experience subject to the maximum of 5 marks</li></ul>	10 Marks
b)	Script writer	<ul style="list-style-type: none"><li>• Less than 3 years of experience = 0 marks</li><li>• 3 years of experience = 3mark</li><li>• More than 3 years of experience = 1 marks for each 1 additional years of experience subject to the maximum of 2 marks</li></ul>	5 Marks

c)	Video Editor	<ul style="list-style-type: none"> <li>• Less than 3 years of experience = 0 marks</li> <li>• 3 years of experience = 3 mark</li> <li>• More than 3 years of experience = 1 marks for each 1 additional years of experience subject to the maximum of 2 marks</li> </ul>	5 Marks
d)	Science Expert	<ul style="list-style-type: none"> <li>• Less than 5 years of experience = 0 marks</li> <li>• 5 years of experience = 3 mark</li> <li>• More than 5 years of experience = 1 marks for each 1 additional years of experience subject to the maximum of 2 marks</li> </ul>	5 Marks
<b>Grand Total</b>			<b>100Marks</b>

4.3.4 Applicants who score minimum 70 marks out of 100 marks shall be qualified for (Tier I, Tier II and Tier III) Empanelment. Ten firms with highest marks will be empanelled for each Tier.

4.3.5 Vigyan Prasar shall then rank the Applicants and empanelled the agencies for the participation in the next stage of the services. In case of large number of firms are empanelled Vigyan Prasar will have a right to fix a number of agencies in both the categories as per the requirement and nature of work.

## **SECTION – 5 : OTHER TERMS AND CONDITIONS**

### **5.1 Terms of Empanelment**

5.1.1 The empanelment shall be valid initially for a period of 2 (two) years. Vigyan Prasar reserves the right to extend the same on yearly basis subject to satisfactory performance. Duration of the contract may be extended further one year with the consent of both the parties.

5.1.2 Vigyan Prasar will reject the Application of an Applicant, if it determines that the Applicant has, directly or through an agent, engaged in corrupt, fraudulent, unfair trade, coercive or collusive practices.

5.1.3 Vigyan Prasar also reserves the right to empanel any other Agency or employ any Agency outside the list of Empanelled Agencies, if required after carrying out a competitive bid process.

5.1.4 Vigyan Prasar reserves the right to invite Bid / RFP from the empanelled agencies or from open market.

- 5.15 Vigyan Prasar reserves the right to drop any Applicant from the empanelled list without assigning any reason whatsoever. Vigyan Prasar also reserves the right to modify the terms and conditions of empanelment.
- 5.16 All decisions taken by Vigyan Prasar regarding empanelment shall be final and binding on all Empanelled Agencies.
- 5.17 Post Empanelment, the selection of an Agency for Production of Video will be through bid process. The Technical Evaluation Committee will be the final authority for selection of an Agency among the Empanelled Agencies.
- 5.18 The Selected Agency and Vigyan Prasar shall subsequently sign a separate Contract for each Work. If the Selected Agency does not execute the Contract to the satisfaction of Vigyan Prasar, then Vigyan Prasar may invoke/ forfeit the Security / Performance Security.

## **5.2 Allocation of Work**

- 5.21 Vigyan Prasar shall invite rates from the empanelled agencies for each work with detailed terms and conditions. Agencies shall be selected through transparent bidding process. A separate work order will be issued to the Selected Agency for each assignment. Vigyan Prasar will choose the agencies according to the work requirement from Tier I and Tier II.
- 5.22 Vigyan Prasar may at its own discretion allocate work to more than one Agency at a time of awarding the work order, depending on the quantum, nature and criticality of work.
- 5.23 Empanelment with Vigyan Prasar does not guarantee allocation of work.

## **5.3 Fraud and Corrupt Practices**

- 5.3.1 The Applicants and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Empanelment Process. Notwithstanding anything to the contrary contained in this EOI, Vigyan Prasar shall reject a Proposal/Application without being liable in any manner whatsoever to the Applicant, if it determines that the Applicant has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice (collectively the "Prohibited Practices") in the Empanelment Process. Vigyan Prasar, may also, in its sole discretion, debar the Applicant (including its Associates) in participating in any of the bidding/ tender processes in the state for any time period determined by it.

## **5.4 Termination**

- 5.4.1 Without prejudice to any other right or remedy it may have, either party may terminate the empanelment at any time by giving one month advance notice in writing to the other party.

5.4.2 Vigyan Prasar reserves the right to withdraw/ terminate empanelment in any of following circumstances:

- (a) Applicant becomes insolvent, bankrupt, resolution is passed for winding up of the Applicant's organization
- (b) Information provided to Vigyan Prasar is found to be incorrect;
- (c) Empanelment conditions are not met within the specified time period;
- (d) Misleading claims about the empanelment status are made;
- (e) If the Selected Agency is found to be engaged in corrupt, fraudulent, unfair trade practices, coercive or collusive.

## **5.5 Indemnification**

- 5.5.1 The Selected Agency will indemnify Vigyan Prasar against any misuse of brand name, logo and promotional activities. For any misuse of brand name, logo and promotional activities, the Selected Agency themselves will be held responsible. Vigyan Prasar will take necessary legal actions for such cases.
- 5.5.2 Vigyan Prasar will not be responsible for any miscommunication or harm caused to any party because of any misrepresentation of its name by the Selected Agency.

## **ANNEXURE-1: Scope of Work**

### **A. Scope of work for empanelled agency:-**

1. The detailed scope of work for each work shall be furnished.
2. The scope of project covers the production of science video programmes and related works.
3. Agencies should provide a professional team for Research, Script, Video shooting, Editing, Packaging etc.
4. Programme will be produced in either Hindi or English or in both.
7. Agency will provide all raw and edited copies to Vigyan Prasar after completion of the work as per deliverables listed in each work.
8. Shooting will be done in HD. Mastering in various formats will be specified in deliverables of each work.
10. Agency will provide ready to telecast file for both DTH/Internet Based.

## **SECTION 6:- FORMATS FOR SUBMISSION OF PROPOSAL**

### **6.1 Appendix – I – Letter of Proposal**

(On the letterhead of the Applicant)

Dated:

To,  
Director,  
Vigyan Prasar,  
A-50, NCMRWF Building,  
Sector- 62,  
Noida - 201309

Dear Sir,

#### **Sub:Proposal for “EOI FOR EMPANELMENT OF AN AGENCY FOR PRODUCTION OF SCIENCE VIDEOPROGRAMMES”**

1. With reference to your EOI document dated // \_\_\_\_\_, I/We, having examined the Bidding Documents and understood their contents, hereby submit my/our Proposal for empanelment for the said Service. The Proposal is unconditional and unqualified.
2. All information provided in the Proposal and in the Appendices is true and correct.
3. I/We shall make available to Vigyan Prasar any additional information it may find necessary or require to supplement or authenticate the Bid.
4. I/We acknowledge the right of Vigyan Prasar to reject our Proposal without assigning any reason or otherwise and hereby waive my/our right to challenge the same on any account whatsoever.
5. I/We understand that you may cancel the Empanelment Process at any time and that you are neither bound to accept any Application / Proposal that you may receive, without incurring any liability to the Applicants.
6. I/We hereby irrevocably waive any right which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by Vigyan Prasar in connection with the empanelment process, or in connection with the empanelment Process itself, in respect of the above mentioned activities and the terms and implementation thereof.

7. I/We agree and understand that the Proposal is subject to the provisions of the Bidding Documents. In no case, I/We shall have any claim or right of whatsoever nature if the activities/ Right is not awarded to me/us or our Proposal is not opened.
8. I/We agree and undertake that the authorised signatory in Appendix- VI shall represent the company in all matters pertaining to the Empanelment Process. No third person, consultant, agency shall represent the company in all matters pertaining to the Empanelment Process.
9. I/We agree and undertake to abide by all the terms and conditions of the Bidding Document.
10. I/We agree to keep this application valid for 180 (One Hundred and Eighty) days from the Application Due Date specified in the EOI.
11. I/We agree and undertake that the authorised signatory in Appendix- VI shall represent the company in all matters pertaining to the Empanelment Process. No third person, consultant, agency shall represent the company in all matters pertaining to the Empanelment Process.

In witness thereof, I/we submit this Proposal under and in accordance with the terms of the EOI document.

Yours faithfully,

Date: (Signature of the Authorised signatory)

Place: (Name and designation of the of the Authorised signatory)

Name and seal of Applicant



## 6.2 Appendix – II- Details of Applicant

(On the letterhead of the Applicant)

S.N.	Particulars	Details
1.	Name of Proposer	
2.	<b>Name of the firm/company</b> Is it a registered firm/company? (If company, state the names and addresses of Directors, photocopies of the certificate of registration and Copy of Memorandum and Articles of Association of the Applicant. Should be attached)	.....  Yes..... No .....
3.	Detail of Key personnel as per <b>VII</b>	<b>Attach Annexure- VII</b>
4.	<b>Complete Address for communication</b> (Address with pin code, telephone numbers, fax no and emails).	
5.	<b>(i) Phone /Mobile Number</b> <b>(ii) Email Id</b>	
6.	<b>Legal status of Organization</b>	Yes                      No
7.	(i) GST Number <b>(ii) PAN Number (attach copy)</b> (ii) Average Financial Turnover of the Firm/company during last 3 Financial Years (i.e. 2014-15, 2015-16 and 2016-17) ( <b>attach copy</b> ) and Copy of the Applicants's duly audited financial Statement for the preceding 3 (three) Financial Years.	(i) ..... (ii)..... (iii)..... <b>And Attach Annexure-III</b>
8.	Brief Description of the Proposer's Activities/Profile	
9.	Number of films produced in Science Technology/Environment/Agriculture/Health and others in last three years (i.e. 2014-15, 2015-16 and 2016-17) (attach work order of earlier works)	Total Numbers of programmes ..... Work order attach Yes..... No.....
10.	Has the Agency/it's its sister concern/any director ever been blacklisted/defaulted by any organization?	Yes ..... No .....
11.	Enclosed DD/Bank order for Rs.5000/- Or ECS detail	Rupees.....DD. No..... ..... dated .....drawn on bank..... being non-

		refundable application fee
12.	EMD (Rs.1,00,000/-)	Rupees.....DD. No..... ..... dated .....drawnon bank.....
13.	Any other relevant information	

**SIGNATURE OF THE APPLICANT**

Name of the Applicant

### 6.3 Appendix – III – Financial Capacity

Sl. No.	Financial Years	Annual Turnover (Rs.)
<b>1</b>	2015-16	
<b>2</b>	2016-17	
<b>3</b>	2017-2018	
	Average Turnover	

#### **Certificate from the statutory Auditor/Chartered Accountant**

This is to certify that \_\_\_\_\_ (name of the Applicant) has annual Turnover is as shown above the respective years.

Date: \_\_\_\_\_ (Signature, name and designation of the authorized signatory)

Name and seal of the audit firm

(Supporting financial statements and relevant documents are to be furnished.)

## 6.4 Appendix – IV – Experience of the Applicant

(On the letterhead of the Applicant)

### Proposer's experience

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

S. N.	Year	Title/s of Programme (Duration (15 minutes or more))	Total No of Episodes /programmes	Organization for which produced	Area of Science & Technology	Copy of the programme work order/documentary proof placed at
1	2013-14					Attached/Not attached
2	2014-15					Attached/Not attached
3	2015-16					Attached/Not attached
4	2016-17					Attached/Not attached
5	2017-18					Attached/Not attached

Name and Signature of the Applicant

**6.5 Appendix –V- Self Declaration**

(Should not have been black listed)

(On the letterhead of the Applicant)

I / We agree that the decision of the Authority in relation to “EOI FOR EMPANELMENT OF AN AGENCY FOR PRODUCTION OF SCIENCE VIDEO PROGRAMMES ”, will be final and binding to me / us. I / We confirm that we have not been blacklisted by Central or State Governments & PSUs.

Name and Signature of the Applicant

## **6.6 Appendix – VI - Self Declaration about conflict ofInterest**

I / We declared that I/We has/have no relationship with another applicant directly or through common third parties. If this relationship established then my empanelment will stand null & void.

I / We further declare that there is no conflict of Interest as defined in clause 2.5.

Name and Signature of the Applicant

## 6.7 Appendix –VII- Format for Particulars of KeyPersonnel

### Key Personnel

1. Name of the Director
2. Name of the scriptwriter(s)
3. Name of the Video Editor
4. Name of Subject Expert

### Consent letter from the Director/script writer/Editor (If more than one, pl attach separate sheets in the same format)

S. No.	Proposed Position (Director/script writer/Editor/ Science Expert)
Name of Personnel	
Date of Birth	
Nationality	
Educational Qualifications	
Employment Record: (Starting with present position, list in reverse order every employment held.)	
Total years of Experience	
Details of the current assignment and the time duration for which services are required for the current assignment.	

I \_\_\_\_\_, hereby give my consent to be the director/subject expert/editor of the \_\_\_\_\_ for \_\_\_\_\_.

(Signature)

Name

### CHECK LIST

S.N.	Items	Number of copies
1.	Application form ( <b>Appendix - I</b> )	1
2.	Details of Applicant / agency in the prescribed format at <b>Appendix – II</b>	1
3.	Financial Capacity in the prescribed format at <b>Appendix – III</b>	1
4.	Experience of the agency in the prescribed format at <b>Appendix – IV</b>	1
5.	Self-declaration in the prescribed format at <b>Appendix – V</b>	1
6.	Declaration above conflict of interest – Appendix-VI	1
7.	Details of key personals with their consent letter ( <b>Appendix – VII</b> )	1 for each personals
8.	GST Number Registration proof	1
9.	Work orders	1
10.	IT return of last 3 years	1
11.	Application Fee of Rs. 5000/-	DD Number/ECS detail
12	Turn over for last three year	1