



COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH

Anusandhan Bhawan 2, Rafi Marg, New Delhi – 110 001

Tender No: 25-3(34)/6/2016-USD

Dated: 14th July, 2016

Notice inviting Tender (NIT) for Empanelment of Production Agencies for Preparation of Science Based Audio-Visual Materials

CSIR is one of the largest publicly funded R&D organization in the world. It has a network of 38 laboratories and their field centers spread across the country. True to its spirit, CSIR has been making extensive efforts to ensure appropriate utilization of its technologies and products for the welfare of common people. CSIR has been regularly publicizing its S&T accomplishments through various communication channels, including the use of large outreach of the audio-visual network for the benefit of the common masses.

In this regard, CSIR wants to empanel specialized production agencies to prepare science based audio-video and audio programmes, documentaries/docu-dramas, and audio/video spots/ jingles. Hence, CSIR invites 'Tender' for the above jobs from reputed production agencies:

Tender No. Date	Name of the Work	Initial period of contract	No. of Agencies to be Empaneled	Tender Security (EMD) in Indian Rupees
25-3(34)/6/2016-USD dated 14 th July, 2016	Preparation of science based audio-visual material	12 months Extendable by another 12 months	Not more than 5	Rs 2 lakh

The Tender document can be downloaded from the CSIR website: www.csir.res.in free of cost. The last date and time of the submission of Tender is **05.08.2016** positively by **1100 hours**. The tender should be addressed and submitted at the following address before the scheduled date and time: **Head (USD), Council of Scientific and Industrial Research, Anusandhan Bhawan, 2 Rafi Marg, New Delhi-110001**. The Tender would be opened on the same day at **1130 hours**. The agencies may like to send their representative to be present at the time of opening Tender. CSIR reserves the right to accept any or all tenders either in part or in full or split the order without assigning any reasons therefore. All legal disputes arising out of the tender/job shall be subject to the jurisdiction of the court of Delhi only.

12x10



वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्

अनुसंधान भवन 2, रफी मार्ग, नई दिल्ली-110001

निविदा सं.:25-3(34)/6/2016-यूएसडी

दिनांक : 14 जुलाई, 2016

विज्ञान आधारित श्रव्य-दृश्य सामग्रियां तैयार करने के लिये उत्पादन एजेंसियों को पैनलबद्ध करने के लिये निविदा आमंत्रण सूचना (एनआईटी)

सीएसआईआर विश्व में सबसे बड़े सार्वजनिक वित्तपोषित अनुसंधान एवं विकास संगठनों में एक है। इसका देश भर में फैली 38 प्रयोगशालाओं और उनके क्षेत्रीय केंद्रों का एक नेटवर्क है। अपनी सही भावना के अनुरूप, सीएसआईआर अपनी प्रौद्योगिकियों और उत्पादों का आम लोगों के कल्याण के लिये उपयुक्त इस्तेमाल सुनिश्चित करने के भरसक प्रयास कर रहा है। सीएसआईआर आम जनता के लाभ के लिये श्रव्य-दृश्य नेटवर्क की व्यापक पहुंच के इस्तेमाल सहित विभिन्न संचार चैनलों के जरिये अपनी विज्ञान और प्रौद्योगिकी उपलब्धियों का नियमित प्रचार कर रहा है।

इस संबंध में, सीएसआईआर विज्ञान आधारित श्रव्य-दृश्य और श्रव्य कार्यक्रम, लिखतम-नाटक, और श्रव्य/दृश्य स्पोर्ट्स/जिंगल्स तैयार करने में सहायता के लिये विशेषज्ञता प्राप्त उत्पादन एजेंसियों को पैनलबद्ध करना चाहती है। इसलिए सीएसआईआर उपरोक्त कार्यों के लिये प्रतिष्ठित प्रॉडक्शन एजेंसियों से 'निविदा' आमंत्रित करता है :

निविदा संख्या तिथि	कार्य का नाम	अनुबंध की शुरुआती अवधि	पैनलबद्ध की जाने वाली एजेंसियों की संख्या	निविदा सिक्वैरिटी (ईएमडी) भारतीय रु. में
25-3(34)/6/2016-यूएसडी दिनांक 14 जुलाई, 2016	विज्ञान आधारित श्रव्य-दृश्य सामग्री तैयार करना	12 माह अन्य 12 माह के लिये विस्तार योग्य	5 से अधिक नहीं	रु. 2 लाख

निविदा दस्तावेज सीएसआईआर वेबसाइट www.csir.res.in से नि:शुल्क डाउनलोड किया जा सकता है। उपरोक्त पते पर निविदा जमा करने की अंतिम तिथि और समय अधिकतम **05.08.2016, 1100 बजे** तक है। निविदा निम्नलिखित पते पर निर्धारित तिथि व समय से पूर्व संबोधित किया जाना चाहिए : **प्रमुख (यूएसडी), वैज्ञानिक तथा औद्योगिक अनुसंधान परिषद्, अनुसंधान भवन, 2 रफी मार्ग, नई दिल्ली-110001**.

निविदा उसी दिन **1130 बजे** खोली जायेगी। एजेंसियां निविदा खोलने के समय उपस्थित रहने के लिये अपने प्रतिनिधि को भेज सकती हैं। सीएसआईआर किसी भी अथवा सभी निविदाओं को अंशतः या पूर्णतः स्वीकार करने अथवा बगैर कोई कारण बताये आर्डर विभाजित करने का अधिकार सुरक्षित रखता है। निविदा/कार्य को लेकर कोई भी कानूनी विवाद केवल दिल्ली की अदालत के कार्याधिकार क्षेत्र के विषयाधीन होगा।

12x10

**COUNCIL OF SCIENTIFIC AND INDUSTRIAL RESEARCH
ANUSANDHAN BHAWAN
2, RAFI MARG, NEW DELHI-110001**

Tender No: 25-3(34)/6/2016-USD

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Empanelment of Production Agencies for Preparation of Science
Based Audio-Visual Materials**

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CSIR wants to empanel specialized production agencies to prepare science based audio-visual material including audio/video spots. Hence, CSIR invites Tender from the production agencies meeting the following eligibility criteria:

Eligibility criteria

1. Having at least 10years experience in producing audio-visual material, including video and audio programmes, documentaries/docu-drama, and audio/video spots/jingles, including at least three years' experience in the preparation of science- based audio-visual materials as demonstrated by important works completed by the participating agencies in each of these categories during this period.
2. A minimum of five production (audio/video) jobs (including serials) undertaken during the last three years, each exceeding the value of rupees ten lakhs.
3. Should be willing to work for CSIR on the current DAVP rates and be empaneled with DAVP in all 'A', 'B' and 'C' categories
4. Annual turnover of minimum of Rs 1.0 Crore for production related jobs consecutively during the last three financial years i.e. 2013-2014, 2014-2015 and 2015-2016. The turnover is to be supported by financial statement of accounts (including balance sheet, profit and loss account, auditors reports, and IT return), duly certified by the Chartered Accountant, along with the details about service tax paid for the production jobs undertaken during last three days.
5. Bid security –Each participating agency must furnish an Bid security (EMD) for an amount of Rs.2.0 lakhs by Demand Draft/Pay order drawn in favor of Joint Secretary (Admn.) CSIR and payable at New Delhi, as specified in the Tender.
6. The successful agencies would have to furnish Performance Security @ 10% of cost of the work awarded in the form of DD/Pay order/ BG after their empanelment with CSIR.

7. **Availability of Infrastructure Facilities under one Umbrella:**

• **Digital Audio Studio**

Designed to digitally record, mix and master audio production using industry standard workstation, having multi-track recording facilities on digital, analogue and compact disc formats equipped with modern digital audio workstation and related necessary accessories.

• **Video Studio**

Equipped with digital camera units backed by lights, filters, crane and track trolley units with provision for multi-camera and online shooting.

• **Editing Studio**

Comprising the latest non-linear editing machines with a provision for 3D animation and special effects.

8. The agency must have/open its operational office/branch in Delhi.

Scope of Works:

The Tender is invited from production agencies that are willing to perform the following jobs:

1. Production of video films including corporate films, documentary films, ad films, animation (2D & 3D) films, training films, telefilms/serials and multimedia presentation. Each of the above films would involve complete pre-production, production and post-production services across all formats and include conceptualization, visualization, scripting, shooting, editing, voice-over and delivery in the desired format-DVD, VCD, VHS or Mpeg, and dubbed in any Indian language.
2. Execution of all production management activities that may be involved in the production of the above jobs, including location services such as scouting and recce, crew hiring/referrals, government and private permissions, assistance with visa clearances of cast/crew, co-ordinate travel/accommodation/catering/transport, arrangement of actors/actresses/models and support crew, and hiring of facilities for equipment as per the requirement of the script.
3. Production of audio programmes including jingles, spots, radio-sponsored programmes, and arrangement for dubbing in all Indian Languages.

Methodology for empaneling the Production agencies for Preparation of Science

Based Audio-Visual Materials

The Tender submitted by agencies would be examined by the special committee, constituted by CSIR. The Committee will shortlist the agencies on the basis of eligibility criteria.

In case of a large number of applicants meeting the eligibility criteria, additional weightage would be given to the agencies having their operational office/branch in Delhi and the number of audio-visual software produced on topics related to science and technology.

The decision of the committee in this regard would be firm and final.

Award Criteria of jobs to empaneled agencies for Preparation of Science

Based Audio-Visual Materials

Mere empanelment with CSIR would not entitle the agencies the right to get the production related jobs, as all such jobs would be allocated only on competitive basis to an agency whose concept on the desired jobs would be approved by CSIR through its internal arrangement of scrutinisation of concepts submitted by all empaneled agencies by a special committee constituted for this purpose, whose decision would be firm and final. No single bidder will get job award of more than Rs 1.0 crore after their empanelment with CSIR.

Submission, Sealing and Marking of Bids

CSIR invites Tender from reputed production agencies as per the Performa enclosed as Annexure 'A', in a single sealed envelope.

The Tender must contain the following:

1. Documents in support of having at least 10 years' experience in the production of audio-visual material, including three years' work experience in the production of science based audio-visual material as demonstrated by important works completed by them during this period in each the following categories: (i) Video programmes (ii) Audio programmes and (iii) Audio/video spots/jingles
2. Details of minimum of 05 production jobs undertaken during last three years, each exceeding the value of rupees 10 lakhs along with documentary evidence.
3. Evidence of empanelment with DAVP in all-'A', 'B' and 'C' categories and willingness to work for CSIR.
4. A copy of the balance sheet (including profit and loss account, auditor's reports, and IT returns) for the last three financial years i.e. 2013-2014, 2014-2015, and 2015-2016, establishing the annual turnover of the agencies as specified in the eligibility criteria. Provisional balance sheets be submitted for the financial year 2015-2016, duly certified by the Chartered Accountant.
5. A copy of the service tax receipt in support of annual turnover of production related jobs.
6. EMD for an amount of Rs.2.00 lakh as specified in eligibility criteria.
7. The organizational set up of the agency in terms of technical staff highlighting their professional competence and details of in-house infrastructure including production studio supporting claim for capability to undertake all categories of jobs specified above.

8. Details of production of jobs undertaken by the agency on topics related to science and technology along with documentary evidence. Details of production jobs undertaken by the agency on topics related to science and technology along with documentary evidence.
9. Annexure 'A' with undertaking.
10. An undertaking confirming the unconditional acceptance to the terms and conditions of this Tender.
11. The terms and conditions governing your offer for execution of the work as and then the award is given.
12. Documents in support of the agency having its operational office/ branch in Delhi or an undertaking to open such office in Delhi prior to award of work.

Deadline for submission of Tender:

Tender must be received at Head (USD), Council Of Scientific and Industrial Research, Anusandhan Bhawan, 2 Rafi Marg, New Delhi-110001 by 05/08/2016 not later than 1100hrs. The participating agencies may like to send their representative to be present at the time of opening tenders, which would be opened on the same day at 1130 hours.

Late/Incomplete Tender:

Any Tender received after the deadline for submission of bids as prescribed or incomplete will be summarily rejected.

Refund of EMD:

The EMD deposited by the successful agencies shall be refunded within the period of three months.

Period of Empanelment:

The Empanelment of agencies shall be initially for a period of one year. This may be extended for another one year subject to satisfactory performance of the empaneled agencies.

9. Experience of programme production (including video and audio programmes, documents/docu-dramas, and audio/video spots/jingles)(attach extra sheet if necessary)(supporting documents be attached)
- Title of the programme:
 - Total number of episodes (wherever applicable):
 - Channel on which telecast:
 - (Enclose documentary evidence of telecast)
 - Dates/period of telecast :
 - TRP chart:
10. Experience of programme production (science & technology based programme)(attach extra sheet if necessary) (supporting documents be attached)
11. Details about five outstanding production (audio/visual) jobs (including serials)(attach extra sheet if necessary)(supporting documents be attached)
12. Details of Income Tax Return, Service Tax and Balance sheet submitted for last three years.
(Supporting documents be attached)
13. Do you have service tax no.?
(If yes please mention service tax no. and the details of the services tax paid last three years along with supporting documents)

Signature _____

Full name and designation _____

Official Seal

DECLARATION

I _____ (Executive Producer) 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 with CSIR.

Signature _____

Full Name _____

Date _____

Official Seal

Note:

1. Please attach sheets wherever necessary.
2. All the enclosures should be properly annexed and serial numbered.
3. Please ensure that application form is complete. Incomplete applications form would not be considered.
4. Last date for submission of complete application in prescribed proforma along with relevant document and demand draft is 02/08/2016.

General Terms and Conditions:

1. In case of any delay on the part of the PRODUCER, the PRODUCER shall be liable to pay to the COUNCIL, without prejudice to COUNCIL's other rights by way of compensation a sum equivalent to 2 percent per month of the consideration payable by the COUNCIL to the PRODUCER.
2. The PRODUCER shall be liable to pay all charges, expenses incurred in connection with this Agreement including stamp duty and all other disbursements.
3. Any artist/workmen/officer/employee etc engaged by the PRODUCER for the purpose of rendering services under this Agreement shall continue to be the employee of the PRODUCER and the COUNCIL shall not have any liability whatsoever in this regard at any point of time.
4. The PRODUCER undertakes to indemnify the COUNCIL for any claims or litigation that may arise on account of any allegation of libel, slander, obscenity, infringement of any intellectual property rights made by any person about audio-visual/production software.
5. The PRODUCER undertakes to assume full responsibility of ensuring correct, factual portrayal in proper perspective of success stories and other information including authenticity and correctness of translation in language versions of each software and also undertakes to indemnify the COUNCIL for any claims or litigation that may arise on account of content relating to success stories and other information given in the audio-visual/production software and its presentation.
6. In case of the cessation of the production of audio-visual/production software for any Force Majeure events which include all acts or events beyond the control of parties, such as earthquakes, fire or other catastrophic, war, acts of State, Governmental action existing on or after the effective date of this Agreement which prevent totally or partially the fulfillment of the obligations of one or both the parties hereunder.

A party affected by an event of Force Majeure shall be released without any liability to the other from the performance of its obligations under this Agreement, except for payment of any amounts then due and payable, only to the extent and only for the period in which the performance of such obligations is prevented by circumstances of Force Majeure and provided that the affected party shall have given a notice to the other party. Provided such notice shall include a description of the nature of the event of Force Majeure, its cause and its possible consequences, the party claiming circumstances of Force Majeure shall promptly notify the other party of the termination of such event.

Upon request, the invoking Force Majeure shall provide to other party confirmation of the existence of the facts constituting Force Majeure. Such evidence shall consist of a statement of certificate of any Governmental Department or Agency. If such a statement or certificate cannot be reasonably be obtained, the party claiming Force Majeure may, as a substitute therefore, make a material statement, describing in detail the facts claimed to constitute Force Majeure and the reason why such a certificate of statement confirming the existence of such facts cannot be reasonably be obtained.

During the period that performance by one of the parties of its obligations under this Agreement has been suspended by an event of Force Majeure, the other party expect for the payment of any amounts then validly due.

Should the period of Force Majeure continue for more than six calendar months, either party may terminate this Agreement without liability to others party except for payment validly due as of the termination date, upon giving written notice?

7. All notices required or allowed to be given hereunder shall be made by either
 1. Delivery in person with signed receipt
 2. Telex/fax transmitted to the other party, or
 3. Registered Mail

8. Governing Law, Arbitration and Jurisdiction:

The PO shall be governed by laws of India. In the event of any dispute arising out of the PO the same shall be settled by binding arbitration conducted by a sole arbitrator appointed jointly by both Parties and governed by the Arbitration and Conciliation Act, 1996. The venue of arbitration shall be NEW DELHI. Any dispute arising in relation to the PO shall be subject to the jurisdiction of the courts at New Delhi.