

**COUNCIL OF SCIENTIFIC AND INDUSTRIAL RESEARCH**

Anusandhan Bhavan, Rafi Marg

New Delhi

**Bid Document**

Request For Proposal (RFP)

For

Videography of Yoga Techniques / Postures

- (i) Last Date and time of Collecting Tenders
- (ii) Last Date and time for Submission of Bids: February 23, 2009 at 14.30 hrs.
- (iii) Date of Opening of Technical Bid for Videography  
of Yoga Techniques / Postures : February 23, 2009, at 15.30 hrs.

Cost of Bid Document: Rs 500/-

**Bid Document No.....**  
**Date of Issue .....**

**Name of the Firm/Production House: .....**  
.....  
.....  
.....

### **Important Notice**

**An incomplete offer and/or late bid is liable to be ignored. To aid the Bidders in submitting complete offers, a checklist is included in the bid document (Annex. - 0). The bidders must fill this and submit along with their offer in their own interest.**

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## INVITATION FOR THE BIDS

### Videography of Yoga Techniques / Postures

Council of Scientific & Industrial Research (CSIR) is one of the largest publicly funded organizations in the world. It has a network of 37 laboratories and their field centres are spread across the country.

CSIR has undertaken a collaborative project with the Department of Ayurveda, Yoga and Naturopathy, Unani, Siddha and Homoeopathy (AYUSH), Ministry of Health & Family Welfare (Government of India) on Traditional Knowledge Digital Library (TKDL) tenable at CSIR. TKDL portal would be available in five international languages i.e., English, German, French, Spanish and Japanese languages.

TKDL-Yoga project of CSIR is being accomplished at Morarji Desai National Institute of Yoga, Ashok Road, New Delhi-68. It is proposed to create the Traditional knowledge Digital Library for Yoga system. For this project, it is proposed to videograph about 250 no. of Yoga techniques (like asanas, pranayama, mudras & bandhas, kriyas etc.), of approx. 10 minutes duration each.

Offers are invited from reputed Production Houses / Firms for the said work, which will be purely on contract basis and for a fixed duration.

<b>Tender No and Date</b>	<b>Name of the Job</b>	<b>Estimated budget for the job of Videography</b>	<b>Earnest Money Deposit</b>	<b>Experience</b>	<b>Annual Turnover</b>
	<b>Videography of Yoga Techniques / Postures (about 250 nos.)</b>	<b>Rs. 20, 00000/- only</b>	<b>Rs 50,000/- only</b>	<b>Min. 3 years, undertaken at least 3 similar jobs of approx. Rs 3 lakh value</b>	<b>Rs 50 lakh for production related jobs in each of the last three years</b>

Sealed bids in two parts, i.e., (i) Technical Bid & Earnest Money Deposit (EMD), and (ii) Financial Bid, valid for 90 days, invited for the job pertaining to Videography of Yoga techniques / postures, be submitted in separate envelopes with clear marking of the type of content on the envelope, bidder's name and address on the top of the sealed envelope, at the following address latest by 14.30 hrs on February 23, 2009 :

To,  
The Controller of Administration  
Human Resource Development Centre(CSIR)  
Sector 19, Central Government Enclave, Kamla Nehru Nagar, PB No. 10  
Ghaziabad 201002 (UP)  
Phones: 0120-2789274, EPBAX lines - 2789866, 2789877, 2789837

The Technical Bid would be opened in HRDC, Ghaziabad on the same day (last date of submission of the Bid) on February 23, 2009 at 15.30 hrs in the presence of bidders who choose to be present and whose EMD is in order.

## SECTION I

### Job requirements, Eligibility criteria, Instructions to bidders

#### 1.0 JOB REQUIREMENTS

Offers are invited from Production Houses for executing job of Videography of about 250 Yoga techniques (like asanas, pranayama, mudras & bandhas, kriyas etc.), of approx. 10 minutes duration each.

- (i) Videography has to be a multicam shoot using at least three cameras
- (ii) One 10 min. clip for each yoga technique is to be produced.
- (iii) Equipment used must have specifications namely, D 50 Sony camera or equivalent with Dsr 45 p recorder, alongwith switcher, vetroscope, waveform monitors, and CCU cables.
- (iv) Digibeta tape format is to be used.
- (v) Editing has to be non-linear

- 1.1 Agency is required to provide two young models (one male & one female) not exceeding 25 years of age, to perform Yoga asanas/exercises under the supervision of experts. These models would be trained by our experts to perform Yoga asanas /exercises for videography.
- 1.2 Agency is also required to provide appropriate costumes for the models and backdrop for the video shots.
- 1.3 Commentary would be in English with recitations in Sanskrit language (preferably be in female voice). Script would be provided by us, which can be edited by the Agency. Agency would provide English commentators and give subtitles in German, French, Spanish and Japanese to respective *shlokas*, script for which would be provided by TKDL.

The requirements and responsibilities of the vendor and the TKDL/CSIR are given below:

S.No.	Requirements/ Specifications	Responsibility	Remarks
1.	i) Script in English (with Sanskrit recitations)  ii)Script for subtitles in German, French, Spanish & Japanese	-To be provided by TKDL  -To be provided by TKDL	Samples of script of one of the smallest and one of the largest Yoga techniques are attached as Annex VIII
2.	Models / Demonstrators (One Male & One Female)	To be arranged by vendor	Details mentioned in clause 2.2.1.1.
3.	Costumes of Models and Backdrops	To be arranged by vendor	Details mentioned in clause 2.2.1.2.
4.	Videography	Vendor	As per the job requirement.
5.	Commentary (in English with recitation of Sanskrit slokas and provision of sub-titles in German, French, Spanish & Japanese)	Vendor	Number of Commentators required is two (preferably one male & one female) Details in clause 2.2.1.3.
6.	Background Music	Vendor	Music has to be Copyright free
7.	Venue of Videography	To be arranged by TKDL	The venue of the shooting is tentatively fixed as Morarji Desai National Institute of Yoga, 68, Ashoka Road, New Delhi. The venue may change in case of any unforeseen conditions.
8.	Arrangement of Sound Studio for recording	Vendor	
9.	Final Video and Sound Editing	Vendor	
10.	Deliverables - Unmixed & mixed Masters in DigiBeta and Five copies of DVDs for each of the yoga techniques	Vendor	

## 2.0 ELIGIBILITY CRITERIA

Bid is open to reputed Production Houses/Firms empanelled with DAVP having -

- (i) minimum three years of experience in preparation of audio-visual material and documentaries. Satisfactory completion certificate should be attached.
- (ii) undertaken at least three similar production jobs during last three years, each one having value of approx. Rs. 3 lakh, with satisfactory completion certificates.
- (iii) annual turnover of Rs 50 lakh for production related jobs consecutively during the last three financial years i.e. 2005-06, 2006-07 and 2007-08. The turnover is to be supported by financial statement of accounts (including balance sheet, profit and loss account, auditors report and IT returns), duly certified by the Chartered Accountant, along with service tax paid for production jobs undertaken during last three years.

- (iv) office at New Delhi/National Capital Region.

### 3.0 SUBMISSION OF BIDS

#### 3.1 Preparation of Bids

The bids are to be submitted in separate sealed envelopes as mentioned below:

- a. Technical Bid for Videography of Yoga techniques / postures
- b. Financial Bid for Videography of Yoga techniques / postures

##### 3.1.1. Technical Bid:

The Technical bid prepared by the bidder shall be provided in the following **Model**

**Response Format** to be returned duly signed:

***Model Response Format***

- (i) Documents in support of having at least three years experience in the production of audio-visual material. D
- (ii) Documents in support of having at least three contracts of approx. Rs. 3 lakh each in preparation of audio-visual documentaries, during the last three consecutive years. D
- (iii) Copy of the audited balance sheet of the firm including the annual financial statement indicating turn over/ up to date income tax clearance certificate.
- (iv) Evidence of empanelment with DAVP .
- (v) EMD for an amount of Rs 50,000/- as specified in the eligibility criteria.
- (vi) Details of organizational set-up of the agency and technical competence of the staff, supporting their claim for their capability to undertake all categories of the jobs specified above.

##### 3.1.2. Financial Bid:

- (i) The financial bid shall indicate the cost (in Indian Rupees) of Videography of Yoga techniques / postures on single technique ( Asana/Posture) basis inclusive of commentary, Sanskrit *shloka* recitation, background music and all other infrastructure requirements.
- (ii) Quoted prices should be inclusive of service tax or any other tax/charges applicable.
- (iii) Prices quoted by the bidder shall be fixed during the bidders performance of the contract and not subject to variation on any account. A bid submitted with an adjustable price, quotation will be treated as non-responsive and will be rejected.
- (iv) All prices and other information like discount etc. having a bearing on the price shall be written both in figures and words in the prescribed offer form. If there is discrepancy between the

price/information, the higher price/information will be treated as final.

- (v) During the validity of this bid or during the extended period, if any, if the bidder does the videography job with the same technical specifications as mentioned above for any other Department/Organization in India at a price lower than the fixed price, the bidder shall automatically pass on the benefits to CSIR
- (vi) Rates should be valid for 180 days from the date of opening of Technical Bids.

### **3.2. Sealing and Marking of Bids**

- (i) The bids shall be submitted in separate sealed covers, which shall be marked as “Technical Bid for Videography of Yoga techniques / postures” and “EMD and Financial Bid”.
- (ii) The outer envelope containing Technical Bid and Financial Bid for Videography of Yoga techniques shall be addressed to **Controller of Administration, HRDC, Ghaziabad** mentioning bid no. and due date.
- (iii) The inner envelopes shall indicate the name and address of the bidder to enable the bid to be returned unopened in case it is declared late.

### **3.4. Deadline for Submission of Bids**

- (i) Bids must be received by **Controller of Administration, HRDC, Ghaziabad**, at the address given in Section-I not later than the time and date specified on the cover page. In the event of the specified date for the submission of bids being declared a holiday for CSIR, the bids will be received up to the appointed time on the next working day.
- (ii) The CSIR may, at its discretion extend this deadline for submission of bids by amending the bid documents, in which case all rights and obligations of the CSIR and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

### **3.5. Late Bids**

Any bid received by Controller of Administration, HRDC, Ghaziabad, after the deadline for submission of bids prescribed by the CSIR will be rejected and/or returned unopened to the bidder.

## **4.0. BID OPENING AND EVALUATION**

### **4.1. Opening of Technical Bids by Purchaser**

Controller of Administration, HRDC, Ghaziabad, will open all technical bids if the EMD (of Rs. 50,000 for Videography of Yoga techniques / postures) is submitted as per requirement in the presence of bidders' representatives, who choose to attend, at the time, on the date and at the place specified above.



The bidders' representatives present there, shall sign a register evidencing their attendance. In the event of the specified date of the bid opening being declared a holiday for CSIR the bids shall be opened at the appointed time and location on the next working day.

#### **4.2. Evaluation of Technical Bid**

- (i) Detailed technical evaluation will be carried out pursuant to clause 3.5.1 including other parameters/requirements and CSIR will determine the substantial responsiveness of each bid. For purpose of these Clauses, a substantially responsive bid is one, which conforms to all specifications & terms and conditions of the Bidding Documents without deviations.
- (ii) A bid determined as not substantially responsive may be rejected by CSIR and may not subsequently be made responsive by the Bidder by correction of the non-conformity.

#### **4.3. Opening of Financial Bids**

- (i) The purchaser will open the Financial bids of only those bidders, which have been found to be technically qualified to undertake the job, pursuant to Clause 3.7.3.
- (ii) The Financial Bids of the technically qualified bidders shall be opened in the presence of their representatives, who choose to be present, on a specified date and time and Venue.

#### **4.4. Evaluation and Comparison of Bids**

The comparison shall be of all-inclusive price of Videography of Yoga techniques/postures; such price to include all costs as well as taxes payable.

#### **5.0. Award of Contract**

##### **5.1. Award Criteria**

CSIR will award the Contract to the successful Bidder whose bid has been determined to be substantially responsive and has been determined as the best evaluated bid provided further that the Bidder is determined to be qualified to perform the Contract satisfactorily, for which the firm may be asked for making a presentation, along with other parameters.

##### **5.2. Notification of award**

Prior to the expiration of the period of bid validity CSIR will place a firm order or notify the successful Bidder in writing by fax to be confirmed in writing by speed post or hand delivery that his bid has been accepted.

## **6.0. Signing of Contract**

- (i) At the same time as CSIR notifies the successful Bidder that its bid has been accepted, it will send the Bidder the Work Order, incorporating major terms.
- (ii) Within seven (7) days of receipt of the Order, the successful Bidder shall acknowledge the same.
- (iii) Failure of the Successful Bidder to comply with the requirement of Clause **3.8.3(ii)** shall constitute sufficient grounds for the annulment of the award and forfeiture of EMD in which event the Purchaser may make the award to the next evaluated bidder or call for new bids.

## **7.0. Corrupt or Fraudulent Practices**

- (i) Bidders shall observe the highest standard of ethics during the procurement and execution of the contract.
- (ii) CSIR will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.

## **8.0. Miscellaneous**

- (i) CSIR reserves the right to accept or reject any bid, in part or full, and to annul the bidding process and reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for the action.
- (ii) The ownership of the video-film will at all times rest with the TKDL/CSIR and the Production house/firm will have no proprietary or other rights in respect of the same.
- (iii) In case the first tenderer is debarred, the tender can be awarded to the next lowest bidder or CSIR reserves the right to cancel the tender or call a fresh bid.
- (iv) As and when there is a downward revision in prices, the firm will provide revised pricing details.

## Section II

### GENERAL TERMS AND CONDITIONS OF CONTRACT

#### 2.1. Definitions and Interpretation

In this contract, the following terms shall be interpreted as indicated:

- (i) “The Contract” means the agreement entered into between CSIR and the firm as recorded in the Contract Form signed by the parties, including all the attachments and appendices thereto and all documents incorporated by reference therein;
- (ii) “The Contract Price” means the price payable to the Firm under the Contract for the full and proper performance of its contractual obligations;
- (iii) “The Services” means those services provided by the firm related to videography as given in Section II, covered under the Contract;
- (iv) “CSIR” i.e., Council of Scientific and Industrial Research, is the organization and includes an officer who is authorized on behalf of CSIR
- (v) “Day” means calendar day.

#### 2.2. Schedule of Requirements

- (i) Potential Firms should provide detailed activities time schedule, which represents the shortest practical time to complete the videography job and meet the obligations of the requirements, the time **not exceeding 120 working days**. All significant activities must be included, including those associated with the delivery of the deliverables mentioned.
- (ii) The delay in meeting the activities schedule will call for a penalty as mentioned in clause 2.6 below. .

#### 2.3. Acceptance Certificate

On successful receipt of deliverables etc., and after CSIR is satisfied with the Videography work executed, the acceptance certificate (Annex. – VIII and/or VIIIA) signed by the representative of the CSIR and representative of the firm will be issued. The date on which such certificate is signed shall be deemed to be the date of successful completion of the job.

#### 2.4. Performance Security/Bank Guarantee

- ( i ) The bidder should furnish security to CSIR for an amount of 10% of the contract value, valid up to for 60 days after performance obligation (job work), for the release of balance 30% payment.
- (ii) CSIR can deduct as compensation from the Performance Security/Bank Guarantee for failures on

the firm's part to complete its obligation under the contract.

- (iii) The performance security shall be in the form of a Bank Guarantee from a Scheduled Bank (Annex. – II) or a Bankers Cheque or Demand Draft

## **2.5. Verification Tests**

- (i) CSIR has right to get the job carried out by the firm, thoroughly examined to confirm their conformity to the contract specification at no extra cost to CSIR
- (ii) Should any services fail to conform to the specification, CSIR may reject them and the firm shall make all corrections necessary to meet specification requirements free of cost to the purchaser.

## **2.6. Deliverables**

The deliverables required to be delivered by the vendor are:

- (i) Unmixed master in Digi beta
- (ii) Mixed master in Digi beta.
- (iii) DVDs (5 copies each) on each of the Yoga technique

## **2.7. Penalty for delays in the delivery of the job work**

- (i) In case of delay in delivery of the deliverables, contract liquated damages @ 1% per week subject to a maximum of 10% will be imposed.
- (ii) Videography job should be completed within 120 working days from the date of award of the job work by CSIR. However, if the above condition is not complied with, a penalty of Rs 200/- (Rupees two hundred only) per day will be levied.

## **2.8. Payment**

- (i) Advance payment request will not be entertained.
- (ii) Payment will be effected in Indian Rupees only in the form of cheque / demand draft.
- (i) Payment shall be made on the recommendations of a duly constituted technical Committee for examining the quality of video films delivered as per the terms and conditions mentioned in the tender.
- (ii) First installment of payment of 70 % of the total approved cost will be made by cheque / bank draft on completion of videography job and submission of Unmixed master of English ( with subtitles in other languages), in Digi Beta.
- (iii) Second installment of payment i.e. 30 % of of the total approved cost will be made by cheque / bank draft on submission of Mixed master in Digi beta and DVD formats.
- (iv) Selected Agency/Production house will submit pre-receipted bills in two installments as per the break-up given above after the completion of each activity in triplicate alongwith third party bills

wherever required to CSIR.

## **2.9. Earnest Money Deposit:**

- (i) The bidder shall have to deposit EMD of **Rs. 50,000 (Rupees Fifty thousand only)** for Videography of Yoga techniques / postures in the form of a Demand Draft or Bank Guarantee as per Annexure-II (A) in favour of the **Controller of Administration, HRDC, Ghaziabad**, along with their bids. Cheques will not be accepted.
- (ii) Any bid without EMD in accordance with Clause 4.8 (i) above will be rejected and will not be opened.
- (iii) Unsuccessful bidder's EMD will be returned as promptly as possible but not later than 30 days after the expiry of the period of the validity prescribed by CSIR.
- (iv) Successful bidder's EMD will be discharged when the bidder furnished the performance security pursuant to Clause 4.4.
- (v) The EMD may be forfeited: (a) if a bidder withdraws its bid during the period of bid validity specified by the bidder on the bid form. Or (b) In case of a successful bidder, if the bidder fails (i) to acknowledge the order in accordance with Clause 3.8.3.

## **2.10. Delivery of the deliverables**

- (i) Videography of Yoga techniques / postures job shall be delivered in soft copy by means of open delivery. The job work must be delivered in full as per the order for acceptance.
- (ii) Job work found unsuitable and/or not conforming to the specification and not being able to pass the acceptance test will be rejected. Such job work, if any, shall have to be corrected forthwith at the cost of the bidder.
- (iv) All items should be delivered within the stipulated activity schedule indicated by the vendor as per Clause 4.2 but in no case should the delivery period exceed 120 days from the date of the order failing which liquidated damages of 1% of the total value of the order per week will be levied, subject to a maximum of 10%. If delivery of the job work is delayed beyond the extended period, the order is likely to be cancelled and the EMD will be forfeited.

## **2.11. Arbitration**

Except where otherwise provided in the Contract, all questions and disputes relating to the meaning of the specifications, and instructions herein before mentioned and as to the quality of the videography, as to any question, claim, right, matter or thing whatsoever, in any way arising out of or relating to the Contract, Specification, estimates, instructions, orders or these conditions or otherwise concerning the works, or the execution of the same whether arising during the process of the work or after the completion or abandonment thereof shall be referred to the sole arbitration of a person nominated by the Director

General, Council of Scientific & Industrial Research, New Delhi, and if he is unable or unwilling to act to the sole arbitration of some other person appointed by him willing to act as such arbitrator. The submission shall be deemed to be Submission to Arbitration under the meaning of the Arbitration Act, 1940 or any satisfactory modification of reenactment thereof for the time being in force, conclusive and binding on all parties of the Contract.

### Section III

#### ANNEXS/ FORMATS FOR BID SUBMISSION

##### Annex. - 0

##### Checklist for Bid Submission

The following check-list must be filled in and submitted with the bid document:

**EMD:** Have you submitted the EMD asked for by us? Yes/No

##### Technical Bid:

1.	Has the bid document been issued to you?	Yes/No
2.	Have you attached the bid form shown in Annex.-I ?	Yes/No
3.	Have you attached the proof of empanelment with DAVP ?	
4.	Have you attached the Financial statement of Accounts (including balance sheets, profit and loss account, Auditors report and IT returns duly certified by Chartered Accountant alongwith service tax statement for the production jobs undertaken during the last three years	Yes/No
5.	Have you attached proof of having minimum three years of experience in carrying out Videography job, as given in Section II Clause 2.2?	Yes/No
6.	Have you attached the details of the income tax registration and latest income tax clearance certificate?	Yes/No
7.	Have you provided the proof of having successfully completed at least three jobs of approx. Rs. 3 lakh each, in the last three years?	Yes/No
8.	Have you attached the technical details of the services offered as a part of this bid document?	Yes/No
9.	Have you attached the copies of relevant work orders executed during the last three years?	Yes/No

##### Financial Bid:

10.	Have you attached the bid form in the format shown in Annexure-IV?	Yes/No
11.	Have you attached the price schedule for the services offered in the format specified in Annexure –V?	Yes/No

**Please arrange your bid document for each part as given below:**

EMD Demand Draft; below that

##### TECHNICAL BID:

1. Bid Form (Annex. –I) below that
2. Proof of empanelment with DAVP
3. Copy of the last audited balance sheet of the company; below that
4. Proof of having minimum three years of experience in carrying out Videography job; below that

5. SARAL/Assessment Order/latest income tax clearance certificate; below that
6. Technical details of the services offered; below that
7. Proof of having at least three contracts of approx. Rs. 3 lakh per annum in along with its completion certificates; below that
8. Copies of relevant work orders, below that
9. Proof of the qualifications of the persons involved in the Videography job, below that
10. Technical Tenders to be submitted after duly signed and stamping, below that
11. Separate EMD, Bank draft/Banker's cheques as per tender document, below that
12. Office at New Delhi/NCR

**FINANCIAL BID:**

1. Bid Form (Annexure -III); below that
2. Estimated quantity and Financial Bid Analysis (Annexure –IV); below that

**NOTE: If the bid is not submitted as per the format, the same is liable to be rejected.**



**ANNEX. –I**

**BID FORM  
(Technical Bid)**

(To be submitted on the firm's letter head and signed by an authorised person)

To

Controller of Administration  
Human Resource Development Centre(CSIR)  
Sector 19, Central Government Enclave  
Kamla Nehru Nagar, PB No. 10  
Ghaziabad 201002 (UP)

Ref: Bid document No.

dated-----

Sir,

Having examined the bidding documents, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to undertake the job Preparation of video clippings of Yoga practices / techniques as per the schedule of requirements and in conformity with the said bidding documents.

We undertake, if our bid is accepted, to deliver the job in accordance with the delivery schedule specified in the bidding documents.

If our bid is accepted, we will submit a bank guarantee for the sum equivalent to 10% of the Contract Price for the due performance of the Contract, in the form prescribed by the CSIR.

We agree to abide by this bid for a period of 120 days after the date fixed for opening and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

1. We declare:

- i) that we have carried out the jobs of preparation of audio-visual material and documentaries, Videography involving commentary and still photography and we have highly qualified and experienced persons to carry out the work mentioned above

***(Please attach the list of jobs executed by your agency in the last three years)***

2. We hereby offer to carry out Videography of Yoga practices / techniques work at the rates mentioned in the Financial Bid.

3. We enclose herewith the complete Technical Bid as required by you. This includes:

- (i) Bid Form (Annex. –I) duly signed and stamped, below that
- (ii) Copy of the audited balance sheets of the company during the last three financial years; below that
- (iii) Proof of empanelment with DAVP; below that
- (iv) Copy of the latest SARAL/Assessment Order/latest income tax clearance certificate; below that
- (v) Technical details of the services offered; below that
- (vi) Proof of having undertaken at least three jobs of approx. Rs. 3 lakhs or above in last three years; below that
- (xi) Separate EMD, Bank draft/Banker's cheques as per tender document, below that
- (xii) Proof of Office at Delhi/New Delhi/NCR

(xiii) Proof of empanelment with DAVP.

4. We have carefully read and understood the terms and conditions of the bid document and the conditions of the contract applicable to the bid document and we do hereby undertake to carry out the work as per these terms and conditions.

5. Certified that the bidder is:

A sole proprietorship firm and the person signing the bid document is the sole proprietor/constituted attorney of the sole proprietor,

or

A partnership firm, and the person signing the bid document is a partner of the firm and he has authority to refer to arbitration disputes concerning the business of the partnership by virtue of the partnership agreement/by virtue of general power of attorney,

or

A company and the person signing the document is the constituted attorney.

(NOTE: Delete whatever is not applicable. All corrections/deletions should be invariably duly attested by the person authorized to sign the bid document)

6. We do hereby undertake, that, until a formal work order is prepared and executed, this bid, together with your written acceptance thereof and placement of letter of intent awarding the work order, shall constitute a binding contract between us.

Dated this day of 2008

Signature of Bidder

Details of enclosures.

Full Address:\_\_\_\_\_

Telephone No.\_\_\_\_\_

Telegraphic Address:\_\_\_\_\_

Fax No. \_\_\_\_\_

E-mail \_\_\_\_\_

COMPANY SEAL

## ANNEXURE –II

### PERFORMANCE SECURITY FORM (in pursuant with clause 4.4)

To \_\_\_\_\_ (.....)

**WHEREAS** .....(Name of firm) hereinafter called “the firm” has undertaken, in pursuance of contract No..... dated ..... 20 ..... to supply .....(Description of job works) hereinafter called “the order”.

**AND WHEREAS** it has been stipulated by you in the said order that the firm shall furnish you with a Bank guarantee by a recognised bank for the sum specified therein as security for compliance with the firm’s performance obligations in accordance with the order.

**AND WHEREAS** we have agreed to give the firm a Guarantee:

**THEREFORE WE** hereby affirm that we are Guarantors and responsible to you, on behalf of the firm, up to a total of ..... (Amount of the Guarantee in Words and figures) and we undertake to pay you, upon your first written demand declaring the vendor to be in default under the order and without civil or argument, any sum or sums within the limit of ..... (Amount of Guarantee) as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the ..... day of .....20.....

Signature and Seal of guarantors

.....  
.....  
.....

Date .....20.....

Address :.....

.....  
.....

All correspondence with reference to this guarantee shall be made at the following address:

Controller of Administration  
Human Resource Development Centre(CSIR)  
Sector 19, Central Government Enclave  
Kamla Nehru Nagar, PB No. 10  
Ghaziabad 201002 (UP)

**ANNEX.-II (A)**  
**BID SECURITY FORM (EMD)**  
**(in pursuant with clause 4.8)**

Whereas ..... <sup>1</sup>(hereinafter called "the Bidder") has submitted its bid dated ..... (date of submission of bid) for the work of ..... (description of the Videography job ) (hereinafter called "the Bid").

KNOW ALL PEOPLE by these presents that WE ..... (name of bank) of ..... (name of the country), having our registered office at ..... (address of Bank) (herein after called "the Bank"), are bound unto ..... (authorized person of ..... ) (hereinafter called ".....") in the sum of ..... for which payment well and truly to be made to the said ....., the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this ..... day of ..... 20 ..... THE CONDITIONS of this obligation are:

1. If the Bidder withdraws its Bid during the period of bid validity specified by the Bidder on the Bid Form; or
2. If the Bidder, having been notified of the acceptance of its bid by ..... during the period of bid validity:
  - (a) fails or refuses to execute the Contract Form if required; or
  - (b) fails or refuses to furnish the performance security, in accordance with the Instructions to Bidders.

We undertake to pay ..... up to the above amount upon receipt of its first written demand, without ..... having to substantiate its demand, provided that in its demand ..... will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This guarantee shall remain in force up to and including forty five (45) days after the period of the bid validity, and any demand in respect thereof should reach the Bank not later than the above date.

.....  
(Signature of the Bank)

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<sup>1</sup> Name of Bidder

## **ANNEX. –III**

### **Bid Form (Financial Bid) (On the letter head of the firm submitting the bid document)**

To

Controller of Administration  
Human Resource Development Centre(CSIR)  
Sector 19, Central Government Enclave, Kamla Nehru Nagar, PB No. 10  
Ghaziabad 201002 (UP)

Ref: Bid document No

dated-----

Sir,

Having examined the bidding documents and having submitted the technical bid for the same, we, the undersigned, hereby submit the financial bid for translation and/or verification work as per the schedule of requirements and in conformity with the said bidding documents.

We hereby offer to undertake the job of Videography of Yoga techniques/postures at the prices and rates mentioned in the Commercial Bid.

We do hereby undertake, that, in the event of acceptance of our bid, the work on videography of Yoga practices / techniques shall be made as stipulated in the schedule to the Bid document and that we shall perform all the incidental services.

The prices quoted are inclusive of all charges including service or other charges.

We enclose herewith the complete Financial Bid as required by you. This includes:

- Bid Letter
- Price Schedule
- Statement of deviations from Financial terms and conditions

We agree to abide by our offer for a period of 120 days from the date fixed for opening of the bid documents and that we shall remain bound by a communication of acceptance within that time.

We have carefully read and understood the terms and conditions of the bid document and we do hereby undertake to carry out the work as per these terms and conditions. The Financial Deviations are only those mentioned in the statement of deviations from financial terms and conditions.

Certified that the bidder is:

A sole proprietorship firm and the person signing the bid document is the sole proprietor/constituted attorney of sole proprietor,

or

A partnership firm, and the person signing the bid document is a partner of the firm and he has authority to refer to arbitration disputes concerning the business of the partnership by virtue of the partnership agreement/ by virtue of general power of attorney,

or

A company and the person signing the bid document is the constituted attorney.

(NOTE: Delete whatever is not applicable. All corrections / deletions should invariably be duly attested by the person authorised to sign the bid document.)

We do hereby undertake, that, until a formal work order is prepared and executed, this bid, together with your written acceptance thereof and placement of letter of intent awarding the work order, shall constitute a binding contract between us.

Dated this day of \_\_\_\_\_ 2008

Signature of Bidder

Details of enclosures

Full Address:

Telephone No.

Telegraphic Address:

Fax No.

E-mail:

COMPANY SEAL

**ANNEX. – IV**

**Financial Bid (including, service tax, TDS, or any other tax)**

Cost for the Services Offered for Videography job of International Standard

Estimated cost is to be provided for videography of about 250 number of Yoga Techniques according to the format given below:

S.No.	Requirements	Details	Cost (in Rs.) exclusive of applicable Taxes
1.	Videography	Cost to be given on videography per Yoga technique basis (inclusive of commentary in English, preferably in male voice, recitation of Sanskrit slokas preferably in female voice, subtitles in German, French, Spanish & Japanese, all infrastructure requirements like recording and editing equipments, studio, lighting arrangement, backdrop, background music, hiring cost of Director, Models (one male & one female) & Costumes of Models, Technicians, Attendants etc.).	
		<b>Total Cost Per Yoga Technique</b>	

- (i) **The complete work on videography must be completed within 120 days from the date of initiation/handling over of the job.**
- (ii) Actual payment shall be computed on the basis of the number of Yoga techniques videographed, in other words, the actual quantity of work shall form the basis.
- (iii) **The price quoted should be inclusive of all miscellaneous expenses and exclusive of applicable Taxes.** .....

(Signature of the bidder)

Name:

Place:      Date:

Seal

**ANNEX. –V**

Proforma of Certificate for Joint Report after Successful completion of the job of Videography of Yoga practices / techniques

No.

Dated:

M/s \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Sub: Certificate of completion of the job of Videography of Yoga practices / techniques

1. This is to certify that the job of Videography of Yoga practices / techniques (subject to remarks in para 2) has been successfully completed.

(a) Contract No \_\_\_\_\_ dated \_\_\_\_\_

(b) Description of the work \_\_\_\_\_

(c) Name of the consignee \_\_\_\_\_

(d) Date of proving/acceptance test \_\_\_\_\_

1. Details of recoveries to be made on that account:

Sl. No.	Description	Amount to be recovered
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2. The verification test has been done and is to our entire satisfaction.

The vendor has fulfilled his contractual obligations satisfactorily

or

The vendor has failed to fulfill his contractual obligations with regard to the following:



(a).....

(b) .....

(c).....

(d).....

3. The amount of recovery on account of errors committed is given under Para No. 2.

The amount of recovery on account of failure of the vendor to meet his contractual obligations is as indicated at Sr. No. 3.

For firm

Signature.....

Name.....

Designation.....