TENDER DOCUMENT

Tender for making film (13 episodes of 25 to 30 minutes each) for Television Show for promotion of Grassroots Innovations

NATIONAL INNOVATION FOUNDATION- INDIA (NIF)
(Autonomous Body of Department of Science & Technology, Govt. of India)

<table>
<thead>
<tr>
<th>Cost of Tender (Rs)</th>
<th>500/-</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Tender Issue</td>
<td>August 1st, 2016</td>
</tr>
<tr>
<td>Last Date of Bid Submission</td>
<td>August 22nd, 2016, by 12:00 hrs</td>
</tr>
<tr>
<td>Opening of Technical Bids</td>
<td>August 24th, 2016, at 14:00 hrs</td>
</tr>
<tr>
<td>Opening of Financial Bids</td>
<td>August 24th, 2016, at 16:00 hrs</td>
</tr>
<tr>
<td>Estimated Cost of Tender</td>
<td>Rs. 97,50,000/- (Rs. Ninety Seven Lakh Fifty thousands Only)</td>
</tr>
<tr>
<td>EMD/ Bid Security</td>
<td>Rs. 2,00,000/- (Rs. Two Lakh Only)</td>
</tr>
</tbody>
</table>
NIF-India invites sealed tenders in Two-Bids (Technical & Financial) for making film (13 episodes of 25 to 30 minutes each) for Television Show for promotion of Grassroots Innovation. Interested parties may download the tender document from www.nif.org.in or www.eprocure.gov.in. The complete tender should reach National Innovation Foundation-India, Satellite Complex, Jodhpur Tekra, Ahmedabad-380015, Gujarat latest by 12.00 hrs on 22nd August, 2016.

Sd/-

Date: 01/08/2016

Director, NIF India.
# TABLE OF CONTENTS

1. INTRODUCTION AND DISCLAIMERS .............................................. 4  
   1.1. PURPOSE OF TENDER .................................................. 4  
   1.2. INFORMATION PROVIDED .......................................... 4  
   1.3. DISCLAIMER ......................................................... 4  
   1.4. COSTS TO BE BORNE BY RESPONDENTS .......................... 4  
   1.5. NO LEGAL RELATIONSHIP ......................................... 4  
   1.6. RECIPIENT OBLIGATION TO INFORM ITSELF ................. 4  
   1.7. EVALUATION OF OFFERS .......................................... 4  
   1.8. ACCEPTANCE OF SELECTION PROCESS ......................... 5  
   1.9. ACCEPTANCE OF TERMS ........................................... 5  
   1.10. COMMUNICATIONS .................................................. 5  

2. TERMS OF REFERENCE (TOR) ................................................. 5  
   2.1. ABOUT NIF .......................................................... 5  
   2.2. TENDER OBJECTIVE .............................................. 6  
   2.3. SCOPE OF WORK .................................................. 6  
   2.4. TENDER METHODOLOGY .......................................... 8  

3. ESSENTIAL QUALIFICATIONS .................................................. 13  

4. PROJECT MONITORING AND REPORTING ARRANGEMENTS ............... 13  

5. INTELLECTUAL PROPERTY AND OWNERSHIP ................................ 14  

6. TIME SCHEDULE .................................................................. 14  

7. ADDRESS FOR SUBMISSION .................................................. 14  

8. NATURE OF ASSIGNMENT ................................................... 14  

9. CANVASSING IS PROHIBITED AND WOULD LEAD TO DISQUALIFICATION 14  

10. DISPUTE RESOLUTION ...................................................... 14
1. Introduction and Disclaimers

1.1. Purpose of Tender
The purpose of Tender is to select an eligible agency for making /production of 13 episodes of 25 to 30 minutes each for Television Show for promotion of grassroots innovations.

1.2. Information Provided
The Tender document contain statements derived from information that is believed to be relevant as on date but does not purport to provide all of the information that may be necessary or desirable to enable an intending contracting party to determine whether or not to enter into a contract or arrangement with NIF. Neither NIF nor any of its employees, agents, contractors, or advisers gives any representation or warranty, express or implied, as to the accuracy or completeness of any information or statement given or made in this document.

1.3. Disclaimer
Subject to any law to the contrary, and to the maximum extent permitted by law, NIF and its officers, employees, contractors, agents, and advisers disclaim all liability from any loss or damage (whether foreseeable or not) suffered by any person acting on or refraining from acting because of any information including forecasts, statements, estimates, or projections contained in this Tender document or conduct ancillary to it whether or not the loss or damage arises in connection with any negligence, omission, default, lack of care or misrepresentation on the part of NIF or any of its officers, employees, contractors, agents, or advisers.

1.4. Costs to be borne by Respondents
All costs and expenses incurred by Respondents in any way associated with the development, preparation, and submission of responses, including but not limited to, the attendance at meetings, discussions, demonstrations, etc. and providing any additional information required by NIF, will be borne entirely and exclusively by the Respondent.

1.5. No Legal Relationship
No binding legal relationship will exist between any of the Respondents and NIF until execution of a contractual agreement.

1.6. Recipient Obligation to Inform Itself
The Recipient must conduct its own investigation and analysis regarding any information contained in the Tender document and the meaning and impact of that information.

1.7. Evaluation of Offers
Each Recipient acknowledges and accepts that NIF may in its absolute discretion apply selection criteria specified in the document for evaluation of proposals for short listing / selecting the eligible agency. The Tender document will not form part of any contract or arrangement, which may result from the issue of this document or any investigation or review, carried out by a Recipient.
1.8. **Acceptance of Selection Process**
Each Recipient having responded to this Tender acknowledges to have read, understood and accepts the selection & evaluation process mentioned in this Tender document. The Recipient ceases to have any option to object against any of these processes at any stage subsequent to submission of its responses to this Tender.

1.9. **Acceptance of Terms**
A Recipient will, by responding to NIF for Tender, be deemed to have accepted the terms of this Introduction and Disclaimer.

1.10. **Communications**
Recipients are required to direct all communications related to this Tender, through the Nominated Point of Contact person “The Director, NIF”, and contact at director@nifindia.org.

NIF may, in its absolute discretion, seek additional information or material from any of the Respondents after the Tender closes and all such information and material provided must be taken to form part of that Respondent’s response.

Respondents should provide details of their contact person, telephone, fax, email and full address(s) to ensure that replies to Tender could be conveyed promptly.

If NIF, in its absolute discretion, deems that the originator of the question will gain an advantage by a response to a question, then NIF reserves the right to communicate such response to all Respondents or may refuse to comment so that level playing field is not compromised.

NIF may, in its absolute discretion, engage in discussion or negotiation with any Respondent (or simultaneously with more than one Respondent) after the Tender closes to improve or clarify any response.

1.11 **Notification**
NIF will publish the result of this tender on its official website only. NIF is not obliged to provide any reasons for any such acceptance or rejection.

2. **Terms of Reference (ToR)**

2.1. **About NIF**
National Innovation Foundation – India (NIF) is an autonomous body of Department of Science and Technology (DST), Government of India. Building upon the Honey Bee philosophy, NIF has taken major initiatives to serve the knowledge-rich, economically poor people of the country. NIF is committed to making India innovative by documenting, adding value, protecting the intellectual property rights of the contemporary unaided technological innovators, as well as of outstanding traditional knowledge holders on a commercial as well as non-commercial basis. Technological ideas, innovations and traditional knowledge sourced from innovators from different parts of the country are fed into the innovation funnel where they are taken forward on their merit based on degree of novelty, innovativeness, market friendliness, societal use, etc. Please visit www.nif.org.in to know more about NIF.
Nowadays, television is a very powerful medium to reach out the masses. To take the grassroots innovations in different walks of life by common man to the common man of the country, a television Show is being planned with 13 episodes of 25 to 30 minutes each. The show would serve as a powerful medium of generating mass awareness in both remote villages and urban areas about potential of grassroots innovations by people from informal sector of the society and how it will be helpful in innovation movement sweeping the country through a message of creativity and innovations.

**Objective of the Show:**

- To create awareness amongst the people of the country on how science its simple ways can transform their lives through grassroots innovations for their betterment.
- To accomplish NIF’s aim of making India Innovative
- To create mass awareness about the potential of grassroots innovations and their impact on the society
- To reach to untapped grassroots innovators of country and to motivate them by extending best possible support to augment their innovations.
- To reinforcing the interest of people in various grassroots technologies by telecasting them on this show.
- To motivate the children, students towards to think in line of solving the problems of the society through technological interventions
- To sensitize informal and formal systems, innovators, technocrats entrepreneurs, various organization, policy makers etc. to build the network and ecosystem for scouting and augmenting grassroots innovations

**How does the show benefit the innovators?**

- This show will assist the innovators in building their self-esteem as they are recognized for their spirit of innovation.
- This show will enable the audience to understand that these innovations which are the requirements of their day-to-day activities which they were unaware about it.
- This show will encourage the young innovators as they will be acknowledged and rewarded for their ideas executing their ideas post public consent.
- This show will develop and instill a competitive spirit amidst the youth as it will inspire them to cultivate more ideas at par with the developed nations.

2.2. **Tender Objective**

To identify agency for making film (13 episodes of 25 to 30 minutes each) for Television Show for promotion of Grassroots Innovation in Hindi language with sub-titles in English. (Subtitles are defined as words shown at the bottom of a film or television picture to explain what is being said.)

2.3. **Scope of Work**

2.3.1 The episodes would include the following:

2.3.1.1 Genesis, concept behind the innovation, source of idea

2.3.1.2 Introduction of innovators and his/her innovations

2.3.1.3 Its basic working mechanism and comparative advantages with conventional alternative Products available in the market, current status of innovations, the need / requirements, its future, scope of expansion Brief interview with innovator/his or her family members, his next vision etc.

2.3.1.4 Brief interview / bytes from head of supporting organization

2.3.1.5 Impact of innovation on society
2.3.1.6 Recognition and reward to the innovators

2.3.1.7 Logo and name of NIF, its contact details - number, web and postal address etc.

Acknowledgments

2.3.1.8 NIF reserves the right to amend the scope of work in due course due to quality of work or due to factors beyond the control.

2.3.2 Language

Primarily the language of the film should be Hindi but wherever innovators who are not able to speak Hindi and speak in their local language, translation (voice over and written text) needs to be shown/ covered. However, sub-titles in English are necessary. A subtitle is defined as words shown at the bottom of a film or television picture to explain what is being said.

2.3.3 The film is required to bring very clearly the role of NIF in promoting grassroots Innovations and traditional knowledge holders (support extended by the NIF right from scouting to documentation, validation and value addition, IP protection, financial support, award recognition, business development, dissemination and diffusion etc).

2.3.4 Preparation of a script

The contracted agency shall have to submit the draft script submitted to NIF for approval. Actual filming of the film to be done as per the script outline and sharing of edits at various stages as mutually agreed.

2.3.5 Bytes

Bytes of the Minister /Secretary/ Chairman/ Executive Vice Chairperson /Director and other concerned stakeholders involved in in promoting the innovations.

2.3.6 Expected Outcome and Deliverables

The assignment is expected to come out with a smart, new generation film with both on-field shooting and also other creative media like 2D or 3D animation graphics wherever requires to make the episode more interactive and appealing).

2.3.7 Output format

HD and MP4 CD or DVD or compatible version required by the TV Agency.

2.3.8 Size and time:

The contracted agency will have to make total 13 film on 13 episode of 25 to 30 minutes each in Hindi language with sub-titles in English in latest state of the art technology like Ultra HD / 4K quality. Alongside, the filmmaker will be required to provide NIF with suitable versions of film usable on You Tube, Social media like Facebook, Whats App etc.

2.3.9 NIF will provide contact details of innovators and whatever possible information available. The contracted agency has to approach innovator through NIF. NIF will formally introduce contracted agency with innovator/s and after introduction, contracted agency shall have to arrange all logistics (travel, accommodation, local arrangements for shooting film at innovator’s place etc.) for shooting by their own and shall have to bear all the associated
expenses of travel and other expenses by their own. NIF shall not be liable to pay any kind of expenses under any circumstances.

2.4.  Tender Methodology

2.4.1 The tender methodology proposed to be adopted by NIF is as under:

a) Three-stage bidding process will be followed for the purpose of selection of the vendor/bidder. The response is to be submitted in two parts, i.e. the Technical Bid and the Financial Bid. These are two distinct and separate parts of the proposal.
b) The ‘Technical Bid’ will contain the comprehensive technical details, whereas the ‘Financial Bid’ will contain the pricing information. The Technical Bid should NOT contain any pricing or Financial information.
c) Interested bidders will be required to submit Technical Bid and Financial Bids, each to be given in separate envelope; both of these bids will be kept in single envelope and submitted to The Director, National Innovation Foundation - India, Satellite Complex, Near Mansi Circle, Premchand Nagar Road, Satellite, Ahmedabad (Gujarat) 380015.
d) Bidders who qualify in the technical bids will be ranked according to their scores with the Bidder having the highest score being followed by the respective Bidders in descending order. On a scale of 100, 50 marks have been allotted for Technical Bid.
e) In the second stage, bidders who qualify technically shall be short listed for an individual presentation on a pre-fixed date and time. The individual presentation would cover a brief about the agency, its understanding about activities and role of NIF in promoting grassroots innovations, similar experience in film making and ideation about how the agency proposes to handle proposed project of NIF. On a scale of 100, 25 marks have been allotted for Individual presentation. Kindly note individual presentation by authorized representative of the bidder, has to be live, in person and through physical presence only. Remote presentation through Skype, telecon, video conference etc. is not permissible. If physical presence is not ensured of the authorized representative, then no further processing will be done and bid will be considered ineligible thereon. Authorized representative shall carry along a Photo Id, Proof of identity defined as proof of a formal and legal association with the bidder and a letter of authorization from the bidder entitling the representative to formally represent on behalf of the bidder.
f) In the third stage, financial bids will be opened. On a scale of 100, 25 marks have been allotted for financial bid.
g) Marks will be allotted for Technical, Individual presentations and Financial bids.
h) NIF would enter into contract with the bidder(s) which ranks first in Techno-Commercial and presentation parameters on a weighted average method.
i) The details of evaluation criteria are only indicative and, hence, subject to addition, modification and deletion at NIF discretion.
j) During the course of technical evaluation if found necessary, NIF may seek supplementary details and the same be submitted within the stipulated time. Non-submission of such details in time may render such applications for disqualification from further evaluations.
k) NIF reserves the right to not open financial bids of bidders that are found to be technically deficient. In case of a tie after the final financial evaluation stage, NIF’s decision will be final.
l) The response submitted to NIF by the Bidder will be taken to be a legally binding offer from the Bidder, and as such may be accepted or rejected (with or without conditions) by NIF in its sole discretion.
m) The Bidder shall bear all costs associated with the preparation and submission of the Tender. NIF will in no case held responsible or liable for these cost, regardless of conduct or outcome of the tender process.
n) The Bidders shall submit their offers strictly in accordance the terms & condition of the Tender document.
2.4.2 Tender Document

It is expected that the bidder will examine all instructions which have been specified in the Bidding Document. Submission of a bid which is not complying with the instructions will result in its rejection.

2.4.3 Taxes

The prices quoted at the time of submitting Financial bid should be inclusive of all taxes and duties.

2.4.4 Cost of Tendering

The bidder shall bear all the costs associated with the preparation and submission of bid and the costs, if any, for subsequent selection process. NIF will in no case be responsible or liable for these costs regardless of the conduct or outcome of the bidding process.

2.4.5 Bid Currency

Prices shall be expressed in Indian Rupees only.

2.4.6 The Technical bid should not contain any pricing or financial information.

2.4.7 The bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person duly authorized by him. The authorization shall be indicated by a written power of attorney accompanying the Bid. All pages of the Bid shall have initials of the person(s) signing the Bid.

2.4.8 The Bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the Bidder, in which case corrections shall have the initials of the person(s) signing the Bid.

2.4.9 Late Bids

Any bid received by NIF after the deadline for submission of bids will be rejected and/or returned unopened to the Bidder, if so desired by him.

2.4.10 Earnest Money Deposit/ Bid Security

a) The bidder shall submit a Demand Draft for an amount of Rs. 2,00,000/- (INR Two Lakh Only) drawn in favour of National Innovation Foundation, payable at Ahmedabad, from any Indian Nationalised / Scheduled Bank towards Earnest Money Deposit/bid security. EMD DD shall be kept in the EMD Cover superscripting tender reference and due date. Non submission of EMD will lead to disqualification of the bid.

b) The EMD of bidders those who are not qualified after evaluating the eligibility criteria in the techno-commercial and eligibility bid will be returned as early as possible within 25 to 30 days from the date of bid opening.

c) The EMD of all other unsuccessful bidders shall be discharged within 60 days from the date of price bid opening.

d) The EMD will be forfeited if the bidder withdraws the bid during the validity of the bid, or, in the case of a successful bidder, the bidder fails to accept the Purchase order or fails to submit the

NIF/ADM/2016/006   Page 9 of 17
Performance Security.

2.4.11 Performance Security
a) On receipt of the Work Order, the Supplier shall have to submit Performance Security for an amount of 5% (five percent) of the Work Order value, valid for 9 (nine) months from the date of Work Order.
b) The proceeds of the performance security shall be payable to the NIF as compensation for any loss resulting from the successful bidder failure to complete his/her obligations under the contract.
c) The performance security shall be in the form of Demand Draft drawn in favour of National Innovation Foundation India, payable at Ahmedabad.
d) The Performance Security will be discharged by the NIF after completion of the successful bidder’s performance obligations including warranty obligations under the contract.

2.4.12 Modifications and/or Withdrawal of Bids
Bids once submitted will be treated, as final and no further correspondence will be entertained on this. Further, no bid will be modified after the deadline for submission of bids. No bidder shall be allowed to withdraw the bid. If the bid envelope is not sealed and marked, NIF will assume no responsibility for the Bid’s misplacement or premature opening. No Bid may be withdrawn in the interval between the deadline for submission of Bids and the expiration of the period of Bid validity specified by the Bidder on the Bid Form. Withdrawal of a Bid during this interval may result in the Bidder’s forfeiture of its Bid security.

2.4.13 Deadline for Submission of Bids
Bids must be received by NIF at the address specified, not later than the date & time specified in the Invitation to Bid. NIF may, at its discretion, extend this deadline for the submission of Bids by amending the Bid Documents, in which case, all rights and obligations of NIF and Bidders will thereafter be subject to the deadline as extended.

2.4.14 NIF’s Right to Accept or Reject any Bid or all the Bids
NIF reserves the right to accept or reject any bid and 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 ground for NIF’s action.

2.4.15 EVALUATION & AWARD OF CONTRACT
The tender evaluation process is purely based on scoring method, which will be divided in three stages. i.e. i) Technical score, ii) Presentation Score and iii) Financial Score. The technical evaluation will be given a weightage of 50. Similarly, the presentations and financial bids will be given a weightage of 25 each. The combined score of technical, presentation and financial bids will determine the Highest 1 (H1), Highest 2 (H2) and Highest (H3) score and so on. The award of contract will be given to agency who archives Highest Score (H1).

The overall score of the Agencies (Technical, Presentation and Financial) will be calculated as under:
TECHNICAL SCORE (TS): MAXIMUM MARKS - 50

The criterion for evaluation of Technical proposal submitted by the Agencies is as follows:

<table>
<thead>
<tr>
<th>Sr.</th>
<th>Details required/Parameters on which Bidder will be scored</th>
<th>Maximum marks</th>
</tr>
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</table>
| 1   | Prior experience in executing national – level projects on making of Film for National Level TV Show / documentary film   
|     | a) Experience (in years)                                                                          | 30            |
|     | b) Number of similar films made for National level TV Show                                         |               |
|     | c) Working with/for various department of Government of India                                      |               |
|     | d) Any other important parameter                                                                  |               |
|     | e) Nature of collaboration, tie up etc                                                            |               |
| 2   | **Capabilities:** The team members should have proven proficiency in making similar film for episodes for TV Show. The team members should comprise among others script writer, Director, Voice Over Artist, expertise of Hindi, English and regional / local languages – spoken and written, etc. - The Agency shall have to provide details about this aspect in its Technical bid application   
|     | a) Number of team members for the project with their experience                                   | 25            |
|     | b) Awards, citations if any won by the team                                                       |               |
| 3   | Demonstrate capacity to effectively undertake the task including clarity on methodology to be followed and nature and type of collaborations/contracting. The Agency to explain the same clearly in its Technical Bid.                                                             | 20            |
| 4   | Demonstrate / suggest incorporation of additional parameters, if any, to strengthen the Project implementation in the light of objectives / Scope stated.                                                                                                  | 10            |
| 5   | Infrastructure Set up: The agency should have necessary essential infrastructure like High resolution camera with camera men, Pota Lights, Sound recorder with camera or mic, Studio, Music, Post-Production, Graphics, etc. The Agency to confirm the presence of this infrastructure in its Technical Bid. | 15            |
|     | Total                                                                                           | 100           |

Note: The bidders may please note that their offers will be evaluated as per the documents submitted along with their tenders.

PRESENTATION SCORE (PS): MAXIMUM MARKS- 25

The presentation would include:

<table>
<thead>
<tr>
<th>Sr.</th>
<th>Item</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Understanding of scope of work - Methodology and work plan for execution of work Glimpses of previous similar work done (Quality)</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>100</td>
</tr>
</tbody>
</table>

Agencies will make presentation before the Technical Evaluation Committee as and when asked for. The bidders shall bear all costs associated with the preparation and submission of the bid. NIF-India in no case will be responsible for these costs regardless of the conduct or outcome of the bidding process. Decision of the Committee will be final. Note: A soft/hard copy of the presentation would be submitted at the time of presentation.
FINANCIAL SCORE (FS): MAXIMUM MARKS-25

Financial Scores (FS) will be calculated as under: FS = (100 x Fm / F) x 0.25, where Fm is Lowest bid received and F is Price quoted by the bidder under consideration.

Final Scores Illustration -

Example of scoring and evaluation of tender:

The marks scored by the Bidders in the technical evaluation will be given a weightage of 50. Similarly, the financial bids and presentations of the Bidders will be given a weightage of 25 each. The combined score of technical, presentation and financial bids will determine Highest 1 (H1), Highest 2(H2) and Highest (H3) score and so on.

Illustration of scoring criteria: Assume 3 participating Bidders have total technical scores as per column (3) in the table below and in case of rates, the Total rates quoted is as under:

<table>
<thead>
<tr>
<th>Sr. No. (1)</th>
<th>Description (2)</th>
<th>Total Technical Scores (3)</th>
<th>Rate Quoted (say in Rs. Thousands) Financial Scores (4)</th>
<th>Marks allotted for presentation (5)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Firm A</td>
<td>80</td>
<td>30</td>
<td>20</td>
</tr>
<tr>
<td>2</td>
<td>Firm B</td>
<td>75</td>
<td>20</td>
<td>10</td>
</tr>
<tr>
<td>3</td>
<td>Firm C</td>
<td>70</td>
<td>25</td>
<td>15</td>
</tr>
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The Bidder scoring maximum points in the total technical score i.e. 80 scoring points will be given 100 marks and the marks of the other Bidders will be worked out on proportionate basis and thereafter weightage of 50% will be applied on the marks so obtained. Similarly the minimum rate quoted /minimum Financial Bid i.e. Rs. 20 thousand will be given 100 marks and marks of the other Bidders will be adjusted out as illustrated and thereafter weightage of 25% will be applied on marks so obtained. In a similar vein, bidder with 20 marks in the Presentation will be given 100 marks and marks of the other Bidders will be adjusted out as illustrated. The marks so obtained by all the Bidders will be added and the Bidders will be ranked H1, H2 & H3.

- Marks obtained by Firm A – (80 / 80) x 50 + (20/30) x 25 + (20/20) x 25 = 91.67 marks (H1)
- Marks obtained by Firm B – (75 / 80) x 50 + (20/20) x 25+ (10/20) x 25 = 84.38 marks (H2)
- Marks obtained by Firm C – (70 / 80) x 50 + (20/25) x 25+ (15/20) x 25 = 82.50 marks (H3)
2.4.16 The fees and time frame for the bidding process is as under:

<p>| | |</p>
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3. Essential Qualifications
   a) The bidder should be empaneled with
      i. Directorate of Audio Visual Publicity D.A.V.P (Directorate of Advertising and Visual Publicity ), Ministry of Information and Broadcasting, Government of India
      ii. National Film Development Corporation Ltd
      iii. The bidder should have minimum eight years of experience in film making
      iv. The bidder should have experience of making science/innovation related film for with departments of government of India/State Governments
      v. Minimum annual turnover during the last three each financial years (i.e. 2013-14, 2014-15 & 2015-16) should not be less Rupees One Crore.

Other Qualifications:
   a) The Agency will have a full-fledged office in India.
   b) The Agency should have prior experience in executing national–level projects on making of film for television episodes, documentary film which displays demonstrated capacity to effectively undertake the task including clarity on methodology to be followed and
   c) The Agency should have team members with proven proficiency in similar documentary film making. The team members should comprise, among others, script writer, Director, Voice Over Artist, Cameramen, post-production team, dubbing of voice in major / regional languages, expertise in English, Hindi and regional/ local languages - spoken and written
   d) All necessary infrastructure facilities like Pota Lights, Sound recorder with camera or mic, VO Studio, Music, Post-Production, Graphics, etc.
   e) The agency should have never been blacklisted/barred (temporary or permanent) disqualified by any regulator/statutory body/public sector undertaking in India or internationally. The bidder must give a declaration to this effect on its letterhead.

4. Project Monitoring and Reporting Arrangements
   As the project will be implemented under the overall supervision of Director, NIF. The final film shall be submitted to Director, NIF after incorporating the comments/ suggestions of NIF.
5. **Intellectual Property and Ownership**

All Intellectual Property Rights in the works, developed hereunder, including any software and documentation, developed and any additional or new development or inventions made in the course of performance of services hereunder by the firm or its personnel involved in the project of NIF shall absolutely belong to NIF.

6. **Time Schedule**

The entire assignment of making 13 episodes would be required to be completed within 180 days. The individual episodes would be required to complete within 15 days of the approval of the script.

7. **Address for submission**

Tender complete with relevant supporting documents should be sent in sealed cover superscribed ’Tender for making film (13 episodes of 25 to 30 minute each) for Television Show for promotion of Grassroots Innovation’ at Director, National Innovation Foundation India, Satellite Complex, Near Mansi Circle, Premchand Nagar Road, Satellite, Ahmedabad: 380015, Gujarat. Incomplete offers and offers not submitted in sealed envelopes as indicated above will be rejected at the initial stage.

8. **Nature of assignment**

This is a one-time assignment. NIF reserves the right to reject any or all the applications at its sole discretion without assigning any reason therefor and without reference to the applicants.

9. **Canvassing is prohibited and would lead to disqualification**

Any effort through any channel directly or indirectly by bidder to influence NIF in NIF’s bid evaluation, bid comparison or contract award decision may result in the rejection of the Bidder’s bid. NIF’s decision will be final and will be binding on all parties.

10. **Dispute Resolution**

a) The bids and any contract resulting therefrom shall be governed by and construed according to the Indian Laws.

b) All disputes and differences of any kind whatsoever, arising out of or in connection with this Offer or in the discharge of any obligation arising under this Offer (whether during the course of execution of the order or after completion and whether before or after termination, abandonment or breach of the Agreement) shall be resolved amicably.

c) In case of failure to resolve the disputes and differences amicably within 25 to 30 days of the receipt of notice by the other party, then such unsettled dispute or difference shall be referred to arbitration by sole arbitrator mutually agreed in accordance with the Arbitration and Conciliation Act, 1996. If no agreement is arrived at within 25 to 30 days from the date of notice as to who shall be the sole arbitrator, NIF shall send to the Bidder a list of five names of persons who shall be presently unconnected with NIF or the system integrator. Bidder shall on receipt of the names as aforesaid, select any one of persons so named to be appointed as sole arbitrator and communicate his name to NIF within 25 to 30 days of receipt of the names. NIF shall thereupon without delay appoint the said person as the sole arbitrator. If Bidder fails to select the person as sole arbitrator within 25 to 30 days of receipt of the panel and inform NIF.
accordingly, NIF shall be entitled to appoint one of the persons from the panel as sole arbitrator and communicate his name to Bidder. If the person so appointed is unable or unwilling to act or refuses his appointment or vacates his office due to any reason whatsoever, another person shall be appointed by NIF from the above list of persons. The provisions of the Indian Arbitration and Conciliation Act, 1996, shall govern the arbitration.

d) The venue of the arbitration shall be Ahmedabad under the exclusive jurisdiction of the courts at Ahmedabad.

e) The award shall be final and binding on both the parties and shall apply to the award of the contract. Work under the contract shall be continued by the selected bidder during the arbitration proceedings unless otherwise direct in writing by NIF unless the matter is such that the work cannot possibly be continued until the decision of the arbitrator is obtained and save as those which are otherwise explicitly provided in the contract, no payment due, or payable by NIF, to the bidder shall be withheld on account of the ongoing arbitration proceedings, if any, unless it is the subject matter, or one of the subject matters thereof.
Annexure I

Brief information about bidders
(attach information in separate sheets if required)

1. Name:
   A. Proposer:____________________________________________________
   B. Company:____________________________________________________
   * Payments would be released in the name of company

2. Contact Information

2.1 Address:________________________________________________________
               ----------------------------------------------- Pin___________________

2.2 Telephone:
   Office 1 : ______________________________________________________
   Office 2 : ______________________________________________________
   Mobile : _______________________________________________________
   Home : _____________________________________________________________________________________
   Fax : _______________________________________________________________________________________
   Email : _____________________________________________________________________________________

3. Educational Qualifications (of the seniormost leader / team):
   _______________________________________________________________________________________

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

<table>
<thead>
<tr>
<th>4.1</th>
<th>Production House</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.2</td>
<td>Freelance Producer</td>
</tr>
<tr>
<td>4.3</td>
<td>Subject Expert</td>
</tr>
<tr>
<td>4.4</td>
<td>Institution</td>
</tr>
<tr>
<td>4.5</td>
<td>Others …</td>
</tr>
</tbody>
</table>
Please Specify _______________________________________________________

If, any other, please specify:

___________________________________________________________________

<table>
<thead>
<tr>
<th></th>
<th>Work experience in executing national – level projects on making of</th>
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<tbody>
<tr>
<td>1</td>
<td>Film for National Level TV Show / documentary film</td>
</tr>
<tr>
<td></td>
<td>a) Total Experience (in years)</td>
</tr>
<tr>
<td></td>
<td>b) Empanelment’s/ registrations of agency with government</td>
</tr>
<tr>
<td></td>
<td>c) Number of similar films made for National level TV Show</td>
</tr>
<tr>
<td></td>
<td>d) Working with/for various department of Government of India</td>
</tr>
<tr>
<td></td>
<td>e) Nature and type of collaborations/contracting</td>
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<tr>
<td></td>
<td>f) Any other important parameter</td>
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</tbody>
</table>

|   | Capabilities:                                                       |
| 2 | a) Number of team members for the project with their experience     |
|   | b) Details of team member and their expertise                       |

| 3 | Work methodology of company                                       |
| 4 | Infrastructure Set up and equipment’s available with the agency    |

| 5 | List and details of ten most important assignments handled during last three years. The sample DVD of work done can also be attached. The material submitted, as “sample” will not be returned. |

| 6 | Turnover of last three year ( as per the CA certificate – Attached certificate) |
|   | F.Y. 2013-14:-_________________ |
|   | F.Y. 2014-15:-_________________ |
|   | F.Y. 2015-16:-_________________ |

| 6 | Special recognition to agency: Award, citation details etc.         |

| 7 | Any other details                                                  |

SIGNATURE and SEAL OF THE PROPOSER
Date:__________________________
Place: _________________________

Enclosures: