

National Centre for Medium Range Weather Forecasting  
Ministry of Earth Sciences  
Government of India  
A-50 Institutional Area, Sector-62, Noida (UP)

No: F-20019/1/2016-NMRF

Dated: 10-05-2019

**Sub: Invitation of Proposals for Production of Documentary film on Achievements of NCMRWF**

## 1. TENDER DETAILS

Sl.No.	Description	Details
1.	Notice Inviting Tender (NIT) No.	F-20019/1/2016-NMRF
2.	Scope of work	<b>Invitation of Proposals for Production of Documentary film on Achievements of NCMRWF</b>
3.	Place of issue & submission of tender documents and address for communication	NCMRWF, A-50, Institutional Area, Sector-62, Noida-201309.
7.	Earnest Money (Refundable)	₹ 10,000/-
8.	Time of completion	Within 15 days from the date of work order.
9.	Validity of offer	The offer shall remain valid up to 30 days from the due date of submission of tender.
10.	Validity of earnest money	The earnest money shall be submitted in favour of DDO, NCMRWF payable at New Delhi, by the bidder in the form of demand draft or call deposit from any Nationalized/Scheduled bank and should be valid for 6 months from the date of tender.
11.	Other Details	Complete tender document may be downloaded from <a href="http://www.ncmrwf.gov.in">www.ncmrwf.gov.in</a> , <a href="https://moes.euniwizarde.com">https://moes.euniwizarde.com</a> , <a href="http://eprocure.gov.in">eprocure.gov.in</a> (e-Publish site), Intending bidders can download the tender document and use the same for participating in the tender.

## 2. CRITICAL DATE SHEET

<b>Published Date</b>	<b>10-05-2019</b>
<b>Bid Document Download / Sale Start Date</b>	<b>10-05-2019</b>
<b>Bid Submission Start Date</b>	<b>13-05-2019</b>
<b>Pre bid meeting</b>	<b>17-05-2019</b>
<b>Bid Document Download / Sale End Date</b>	<b>30-05-2019</b>
<b>Bid Submission End Date</b>	<b>30-05-2019(1400 hrs)</b>
<b>Bid Opening Date</b>	<b>30-05-2019(1500hrs )</b>

**(Director NCMRWF)**

### 3.0 Introduction :

National Centre for Medium Range Weather Forecasting (NCMRWF), Ministry of Earth Sciences, Government of India invites proposals from DAVP empanelled reputed production agencies/producers **with experience in producing science and technology related documentary films** for undertaking the production of documentaries on the achievements of NCMRWF during last decade as per the eligibility/pre-qualification criteria.

### 4.0 Scope of Work:

- (i) Production of the documentary complete in all respects for telecast through television channel.
- (ii) Duration: The duration will be about 10 -15 mts.
- (iii) Shoot format: Shooting in HD and mastering in various formats as specified in deliverables.
- (iv) Language: Master Production in English and Hindi.
- (v) Estimated cost for the documentary (for both in Hindi and English language) would be maximum of **Rs.4,50,000/-** (Four lakhs and fifty thousand) exclusive of taxes

### 5.0 Deliverables:

Deliverables for each episode both in Hindi and English are :-

- (i) Hard disc (MOV or MPEG format) - one copy
- (ii) DVD copies – 10 copies (scratch proof )
- (iii) Inlay card for the DVD/VCD design (in psd format) and jewel case design (in psd format)
- (iv) Hard copy of the final scripts in print form (one copy) and in ms-word or rtf file format in CD format
- (v) Compressed file of each episode for web site upload
- (vi) **MP4 (MPEG4), MOV format for YOUTUBE, FACEBOOK (size up to 2GB) and Twitter (size up to 512 MB)**

### 6.0 Eligibility:

Production Company/Agencies/Producers who are fulfilling the following conditions will be eligible to apply.

- (i) The company/firm should have sufficient experience preceding the proposal due date (PDD), in similar assignments for production of documentaries and video serials in **subjects related to science and technology**.
- (ii) The company/firm should have well trained production team (Director, Script Writer, Subject Expert, Editor etc.)
- (iii) The company/firm should be DAVP empanelled and should provide documentary proof of eligibility and experience.

## 7.0 Bidding Process:

Bidding process will consist of two separate biddings viz. technical bidding and financial bidding through a two cover system. Two separate covers containing technical and financial bids need to be placed in a single large envelope.

## 8.0 How to Apply

- (i) The proposer must submit its **Technical Proposal and Financial Proposal** in two separate 'sealed envelopes' (duly super-scribed "Technical Proposal" and "Financial Proposal" on the each envelope). Both these sealed covers should be enclosed in an outer cover and submitted to NCMRWF.
- (ii) The proposals should be submitted in the prescribed format. Proposals not in the format will be rejected.
- (iii) The technical proposal must be accompanied with:-
  - Registered company/Production houses/Proposers should have working experience in the field of production of scientific film / television programmes. Documentary proof in support of business done in the field of film/audio-visual production related to science and technology communication and/or development related programmes done in the past/being done with scientific departments of the central government. Enclose copy of the earlier work orders.
  - Registered company/production houses should have service tax, Pan Number etc. Enclose certificates and PAN and GST numbers.
  - Registered company/production houses should have DAVP empanelment certificate valid as on **01<sup>st</sup> July 2019**.
- (iv) The proposer will not vary/modify any aspect of the proposal/budget etc during the validity period or any extension thereof.
- (v) The duly signed proposal should reach to: **Shri Manoj Gupta, Director Admin, NCMRWF** , A-50, NCMRWF Campus, Institutional Area, Sector-62, NOIDA 201309, **on or before 02.00 PM of 01<sup>st</sup> , July, 2019.**

Technical Bids will be opened on **30<sup>th</sup> May 2019 at 15:00 Hrs.** Tenders received (by post or by hand) after due date and time will be summarily rejected. NCMRWF will not be responsible for any postal delay. For any query related to submission of proposal, applicant may contact to **Shri Manoj Gupta, Director Admin, NCMRWF**, [diradmin@ncmrwf.gov.in](mailto:diradmin@ncmrwf.gov.in)

- (vi) Earnest Money Deposit (EMD) of Rs 10,000/- in the form of Demand Draft or Bankers Cheque from any Nationalized/Scheduled Banks drawn in favour of DDO, NCMRWF has to be deposited along with the tender.
- (v) Successful bidders have to submit a security deposit 10 % in the form of bank guarantee from any commercial bank, A/C Payee DD, FDR from any commercial

bank of the allotted work order value on or before 7 days from issuing work order. The Performance Security should be valid for 30 days beyond the date of all contractual obligations.

- (vi) EMD will be released after deposit of Performance Security to Director, NCMRWF. Performance Security will be released after successful completion of 30 days of acceptance of work.

## 9.0 Evaluation Process:

All the received proposals will be seen by the committee appointed by NCMRWF for opening the tender. The committee will check the all documents (Application in format/Firm Registration Certificates/experience/earlier work orders/ PAN number/ financial bids etc.) submitted by the proposer and invite the proposer for the presentation.

- The proposals would be evaluated in two stages. In the first stage the written technical proposal would be evaluated and scores would be assigned. Technical Proposals will be evaluated on the basis of proposer's experience in production of science and technology related films/science and development video series, experience of key persons, proposed methodology and proposed treatment/script. The Scoring criteria to be used for evaluation will be as follows.  
Technical Evaluation:

### 9.1 Technical Stage –I

#### Evaluation Criteria (Total Marks 100)

S.N.	Parameters	Total Marks
1.	Firm's Relevant Experience in Science Film Making	10
2.	Relevant Experience of the Key personnel and number of personnel in creative team	10
3.	Sample Work submitted (in the form of CD)	20
4.	Sample Script/Treatment (documents submitted under form 3)	40
	<b>Total</b>	<b>80</b>

All the eligible companies/firms who will obtain 60 marks out of 80 will be invited for presentation in second stage of technical evaluation. If the number of the proposals short listed for evaluation under stage- I are less than three, then the proposal that have received top three ranks, would be considered for the presentation. No TA/DA will be admissible to the proposers/applicants. Proposer or authorized representative will attend the presentation at their own cost.

## 9.2 Technical Stage-II (20 Marks)

- In the second stage, all eligible firms/companies who obtain **60 marks** in stage-I, would be invited for a presentation on their concept about NCMRWF and will be evaluated for 20 marks, before an expert committee nominated by NCMRWF at a time and place decided by NCMRWF.

## 9.3 Combined Technical Scores

- The committee will prepare combined technical scores (ST) out of 100 [stage-I (80) + stage-II (20)].
- Based on this technical evaluation, a list of short-listed applicants will be prepared and subsequently the financial evaluation will be carried out.

### Financial Evaluation:

Financial Proposal will be opened only of those firms who score **80 marks** or more out of hundred based on the weightage mentioned at 9.0 in the technical evaluations. NCMRWF will award the work to firm which meets the criterion for financial evaluation given as follows:

- A date, time and venue will be notified to all short-listed applicants for announcing the result of evaluation and opening of Financial Proposals. The opening of Financial Proposal shall be done in presence of respective representative of applicants who choose to remain present. NCMRWF will not entertain any query or clarification from applicants who fail to qualify at any stage of selection process.
- **The evaluation committee will consist official nominated by Head, NCMRWF.**

All technical qualified short-listed applicants on basis of combined technical scores would be assigned financial score (SF). For financial evaluation, the total cost indicated in the Financial Proposal, excluding Taxes, will be considered. Proposers who have quoted more than the estimate budget will be rejected. Each Financial Proposal will be assigned a financial score (SF) as detailed below:

The lowest financial proposal (FM) will be given financial score (SF) of 100 points. The financial scores of other proposals will be computed as follows:

$$SF = 100 \times FM/F \quad (F = \text{amount of individual Financial Proposals})$$

Proposals will finally be ranked according to their combined technical (ST) and financial (SF) scores as follows:

$$S = ST \times TW + SF \times FW$$

Where, TW and FW are weight assigned to technical and financial Proposals that shall be 0.7 and 0.3 respectively.

Generally, the successful applicant will be the applicant having the highest combined score. The second highest Applicant will be kept in reserve and may be invited for negotiations in case the first-ranked applicant withdraws or is not selected for any reason.

## **10.0 Copyright:**

NCMRWF shall hold proprietary rights on the use, marketing contents, and intellectual etc. of the final edited film and all shooting material.

## **11.0 Payment:**

Payment will be made after the completion of work in all respect and after the issuance of the completion certificate by the committee formed by NCMRWF for this purpose.

## **12.0 Timeline:**

Work should be completed in 15 days after the issue of work order. Failing, which a penalty of 0.5 % of the total value of the project will be charged as penalty for every week of delay, upto maximum of 5 % of total value of the project.

## **13.0 Arbitration:**

If any dispute, difference, question or disagreement shall at any time, hereafter arise, between the parties hereto or the respective representatives or assigns in connection with or arising out of the contract or duties of the said parties hereunder or any matter whatsoever incidental to his contract or otherwise concerning the works of execution or failure to execute the same whether during the progress of work or stipulated/extended periods or before or after the compilation or abandonment thereof, it shall be referred to the sole arbitrator appointed by Head , NCMRWF. It will be no objection to any, such appointment that the arbitrator so appointed is an employee of this organization or that he had to deal with the matters to which contract relates and that in the course of his duties as this Organization employees he had expressed views on all or any of the matters in dispute of difference.

## **14.0 Other Terms and Conditions**

The theme and topic of the documentary should conform to the programme briefs provided by NCMRWF from time to time. The production should be of high quality meeting the industry standards. Competent and approved talent/voices should be used.

Appropriate use of modern editing techniques including rendering of text/visuals, multilayering, compositing, chromo key, special effects etc should be made to make the film visually very rich. The video film should meet the international telecast standards of all public and private channels.

Head, NCMRWF reserves the right to accept or reject any or all tender(s).

All the successful proposal will have to submit final deliverables as per the work schedule issuing date of work order.

Rough cut: 10 days from the date of issue of work order

Final Product: 5 days from the approval of the rough cut

Head, NCMRWF has right to extend the period of job based on genuine reasons if necessary. Penalty will be imposed as per rule if the delivery of the final product is delayed beyond the agreed date of delivery.

## Annexure I

### Technical Bid

I/We wish to apply for the following documentary. Details are as under:

S.N.	Particulars	Details
1	Name of Proposer	
2	Name of the firm/company	
3	Complete Address for communication (Address with pin code, telephone numbers, fax no and emails).	
4	(i) Phone /Mobile Number (ii) Email Id	
5	Legal status of Organization Is it a registered firm/company? (If a partnership firm, state the: name/s and address/es of your partners. If company, state the names and addresses of Directors, photocopies of the certificate of registration should be attached)	Yes  No
6	(i) PAN Number (ii) GST number	(i) (ii)
7	Brief Description of the Proposer's Activities	
8	Number of years experience in film making. (Attached work orders of earlier works with other Government departments/autonomous bodies /PSU's and others)	
9	Work Experience in producing in Science/Technology	
10	Work Experience in producing in Science/Technology	
11	Has the Agency/it's sister concern/any director ever been blacklisted/defaulted by any organization?	
12	Any other relevant information	

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**Annexure II  
DECLARATION  
(To be given in Company Letter Head)**

- (i) I/We..... (authorized signatory for the proposer) solemnly affirm that the facts stated above are correct and nothing has been withheld. If any information submitted above, is found to be false or fabricated, I may be liable to be suspended and/or debarred from empanelment.
  
- (ii) I/We permit NCMRWF to inspect my studio facilities & other records to ascertain the above facts.
  
- (iii) I/We permit NCMRWF to cross check the above facts from any other source.
  
- (iv) I/We or my authorized representative, if required by NCMRWF would make presentation before Selection Committee at my own cost.
  
- (v) Here by I/We declare that I/We shall adhere to the terms and conditions mentioned in Notice inviting proposal.

Signature with stamp:.....

Full Name:.....

Date:.....

**Annexure III**

**Financial Bid**  
**(One copy in a separate sealed cover)**

We offer to undertake the project to **produce for documentary on** \_\_\_\_\_  
\_\_\_\_\_ (in English and Hindi) as per the RFP No: **No: F-20019/1/2016-NMRF**  
Dated **10/05/2019** \_\_\_\_\_ for a total cost of Rs \_\_\_\_\_  
(Rupees.....)  
.....) exclusive of the taxes.\*

Name of the Proposer:

Name of the Company :

Date :

Place :

Signature of the authorized signatory with stamp

\* NOTE: The cost mentioned here would be considered as the final quote from the firm. No change would be accepted.

**PRICE BID UNDERTAKING**

From: (Full name and address of the Bidder)\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

To,

Dear Sir/Madam,

I submit the Price Bid for \_\_\_\_\_ and related activities as envisaged in the Bid document.

2. I have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.
3. I offer to work at the rates as indicated in the price Bid, Annexure IV inclusive of all applicable taxes except Service Tax.

Yours Faithfully,

Signature of Authorized Representative