Sub: Invitation of Tender for production of documentary videos (each of 30-45 min. Duration) as part of Oral History Archive initiative of Indian Academy of Sciences.

The Indian Academy of Sciences, a professional institution under the Department of Science & Technology, Government of India was established in the year 1934. The Academy aims at promoting the progress and upholding the cause of science in pure and applied branches. Major activities include publication of scientific journals and special volumes, organizing meetings of the Fellowship and organizing discussion meetings on important scientific topics, recognizing scientific talent, improvement of science education, and taking up other issues of concern to the scientific community.

The Academy wishes to select an agency for the production of video documentaries of senior scientists based on interviews to be conducted by other scientists. The recordings will be in a digital format, using contemporary technologies. The work may entail travel, within India, to the homes/laboratories/locations of senior scientists. The recording of a documentary may be about an hour, but will need to be edited to about 30-45 minutes to produce the final version. The language will normally be English, but may also be in an Indian language. Normally, the recording will be completed in one sitting, perhaps with some breaks. Each recording will be done in a non-studio setting.

During the year 2019-20, it is intended to produce FIVE interview based Oral History Archive of Fellows of Indian Academy of Sciences.

Bids against this tender are invited from persons/agencies with proven track record of producing science documentaries based on interviews with scientists. Technical and financial offers must be provided separately and in sealed envelopes. The following information are required:

- Clips of documentaries produced previous should be provided on a CD or some other digital medium for evaluation by the Academy.
- The type of camera to be used, descriptions of sound and light equipment, etc. should be provided.
- Time required to provide the final edited version of a documentary after the live recording should be mentioned.
- The total cost estimate for making a documentary must be broken down as follows: (a) Original recording (about one hour of live recording, to be recorded in a single sitting with some breaks). (b) Editing, (c) Travel to a city within India for live recording.

The competitive authority reserves the right of accepting the whole or any part of the bid and the bidder shall be bound to perform the same at the rate quoted. The bid under this tender shall remain open for acceptance for a period of 180 days from the date of submission of bids. If any bidder withdraws his bid before the said period or issue of letter of acceptance, which-ever is earlier, or makes any modifications in terms and conditions of the bid which are not acceptable to the Academy, then the Academy, without any prejudice to any other right or remedy, is at liberty to forfeit the earnest money.
This Invitation for Bid shall form a part of the bid document. The successful bidder on acceptance of his bid by the Academy shall within 7 days sign the contract consisting of; The Invitation of Bid, all the bid documents including additional conditions, specifications, if any, forming the bid as issued at the time of invitation of bid and acceptance thereof together with any correspondence leading thereto.

In line with the details and in compliance with the terms and conditions as mentioned in the document, eligible agencies may submit sealed bids to the Academy in the format provided at Annexures within the stipulated date and time.

The bidder is advised to visit and examine the existing Oral History Archives at the Academy website https://www.ias.ac.in/Fellowship/Oral_History_Archives/ for information.

Sd/-

Competent Authority
Indian Academy of Sciences
23rd May 2019, Bengaluru
1. **About the Proposal:**

   The Academy wishes to select an agency for the production of video documentaries of senior scientists based on interviews to be conducted by other scientists. The recordings will be in a digital format, using contemporary technologies. The work may entail travel, within India, to the homes/laboratories/locations of senior scientists. The recording of a documentary may be about an hour, but will need to be edited to about 30-45 minutes to produce the final version. The language will normally be English, but may also be in an Indian language. Normally, the recording will be completed in one sitting, perhaps with some breaks. Each recording will be done in a non-studio setting.

   Detailed scope of the work, time schedule etc. for the assignment – is provided in the document. Selected creative agency/service provider/s may be asked to submit required details/presentation to the Academy within stipulated time period and as per project requirements. Selection of service providers will be based on the proven competence and financial validity.

2. **Availability of Tender:** Prospective service providers desirous of participating in this tender may download the tender document free of cost from the Academy website [http://www.ias.ac.in](http://www.ias.ac.in)

   Tender document can also be obtained from; The Purchase In-charge, Indian Academy of Sciences, C V Raman Avenue, P. O. Box No. 8005, Sadashivnagar, Bangalore 560 080 from 28/05/2019 till 11/06/2019 during the office working days.

3. **Scope of work:** Production of interview based video documentary complete in all respects as per the specifications of the Academy.
   a) **Duration:** The interview based video documentary covering the entire interview would be of 30 to 45 minutes duration with series of interview-session (max of 1-2 Hrs).
   b) **Language:** English but may also be in an Indian language
   c) **Shoot format:** Shooting in High Definition (HD) Format and mastering in High Definition Format to be delivered on Hard Disc (also see deliverables Part 5).

4. **Special Terms and Conditions:**

   - The theme and topic of the episodes should conform to the programme brief provided by the Academy.
   - For the 30-45 minutes interview based documentary, producer must submit a script of high quality with good amount of research on the academic standards in the context as a Fellow of Indian Academy of Sciences, meeting the industry standards to be approved by the competent authority/authorised officer of IASc. Competent and approved talent/voices should be used. Appropriate use of HD editing techniques including rendering of text/visuals, multi-layering, composting, Chroma 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.
   - Documentary of 30-45 minutes should be completed in one month after the actual video shoot of the interview is over.
   - In case of non-completion of work within the stipulated time period, liquidated damage charges will be levied upon which will be 0.5% of the total cost per week of delay up to 5% plus a special liquidity damage of Rs 25000/-. Work will not be accepted thereafter.
   - All rates quoted in the financial bid should be inclusive of incidentals and excluding
applicable taxes.
- No modification of tender will be permitted after its submission.
- The deliverables are enclosed at Part
- Statutory taxes will be deducted from the payments to be released.
- Payment to the selected firms will be made after the submission of deliverables complete in all respects.

5. Selection procedure
- The selection would be based upon the artistic and aesthetic aspects of the output capabilities and their conformation to the evaluation criteria as specified in this document.

- A committee of experts would examine the merit of the proposals and rank them. If required, short listed bidders / tenderers may be called for a presentation before the committee at their own cost.

- Under the two-bid system the technical and financial bid should be sent in two separate sealed covers placed inside a bigger sealed envelope. Tenders received with financial bid not in separate sealed cover will be rejected.

- Price bids of shortlisted bidders approved by selection committee will be examined for financial scrutiny and final selection.

6. Application procedure
Interested firms/agencies/producers may submit their application in the prescribed format enclosed herewith. Following enclosures should be appended.

- Treatment / approach/focus for the 30-45 min. documentary.
- Profile/CV of the firm/producer respectively. The profile should indicate the past experience in undertaking such work, facility / equipment available, etc.
- A DVD/ VCD copy of any ONE recent work done by the agency/firm.

Enclosed application format is to be used and applications not in the prescribed format would be rejected. Incomplete application would be rejected out rightly. Last date for submission tender / bid is 11/06/2019 in a sealed cover addressed to ‘Executive Secretary, Indian Academy of Science’s, PO Box No. 8005, Bengaluru 560 080. Technical bid should be placed inside a separate sealed cover and marked as ‘Technical Bid’. Financial bid should be placed inside a separate sealed cover and marked as ‘Financial Bid’. Technical bid as well as financial bid should be placed inside a bigger envelope and the envelope may be marked ‘Bids for “Video Production of Oral History Archives of IASc” and should reach the following address: Indian Academy of Sciences, P.B. No. 8005, C V Raman Avenue, Bengaluru-560080

7. Tender Fee: Tender fee of Rs. 500/- (Rupees Five Hundred Only) is to be submitted along with the technical and commercial bid.

8. Earnest Money Deposit (EMD): Prospective service providers to submit an EMD of Rs. 50,000/- (Rupees Fifty Thousand Only). Note: A composite Demand draft (DD) amounting to applicable EMD amount and tender fee has to be submitted through Demand Draft / Pay Order of any Scheduled Commercial Bank (Drawn in favour of Indian Academy of Sciences, Bangalore) physically before bid submission last date and time as mentioned below. Otherwise submitted bid will be rejected.

9. Security Deposit: The selected vendor shall submit security deposit an amount equal to 10% of the contract value in the form of Bank Guarantee from a scheduled commercial bank for the
duration of the selection or extended period, if any, in favour of the Indian Academy of Sciences, Bangalore. The Academy will have the right to invoke the security deposit without assigning any reasons if performance of the selected vendor is not found up to the mark.

10. Submission of Tender Document; Prospective service providers must make sure that sealed tender is submitted with the superscription of the name of the tender. Agencies must follow the Two-Bid system (1. Technical & Commercial and 2. Price Bid) while submitting the Tender. The Tenders should be addressed to: The Purchase In-charge, Indian Academy of Sciences, C. V. Raman Avenue, P. O. Box No. 8005, Sadashivanagar, Bangalore 560 080. Tender documents shall reach the above address is as follows on or before 11/06/2019, 12.30 pm.

11. Tenders' evaluation criteria and process: The Academy shall constitute an Evaluation committee, which shall carry out the entire evaluation process. Vendors are expected to meet the following eligibility and technical qualification criteria on the basis of requirements for selection.

12. Eligibility Criteria and Required Documents; The service providing Agency should;

(a) Be a Company registered in India under the Companies Act 1956 or a partnership firm registered under the India Partnership Act 1932 or a Society registered as per the Registrar of Societies Act of 1860 with their registered office in India for the last five years and the following documents should be submitted along with the technical & commercial bid: Certificate of Incorporation, Copy of PAN, Service Tax registration, Copies of Articles of Association/ Memorandum of Association, Bye laws and certificate of registration, Registration copy of partnership firm, Partnership deed (in case of partnership firm).

(b) Have made net profit in each of the last five Financial Years during the last three years should submit the Audited financial statements along with the technical & commercial bid.

(c) Have a minimum 5 years' experience in providing creative production, having engagement value minimum of Rs.8.00 lakh (Rupees Eight Lakh Only) and more. Note: Details to be provided in Annexure V.

(d) Should submit in original a certificate duly certified by a Chartered Accountant stating annual turnover from the services provided in the area of end-to-end web based solutions, website development, performance / security testing, web content management, and providing technical support for existing / newly developed websites of reputed scholarly scientific scholars journals' maintenance in last five financial years.

(e) Must have qualified professionals working on the associated areas related to scope of this Tender on its rolls for past one year.

(f) Must have qualified User Interface designers/Web designers etc. on its rolls for past one year.

(g) Have demonstrated capabilities related to scope of the present work. Provide details in
### 13. Technical Evaluation Criteria:

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<th>Sl.</th>
<th>Agency Background and Experience</th>
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<td>i</td>
<td>Must be operating for the last five years in the area creative production of video documentaries/films. <strong>Supporting Documents required:</strong> Must provide: Copies of Articles of Association/Memorandum of Association, Bye laws and certificate of registration, Registration copy of partnership firm, Partnership deed (in case of partnership firm) as applicable.</td>
</tr>
<tr>
<td>ii</td>
<td>Agencies having their registered office in Bangalore for the last five years. <strong>Supporting Documents required:</strong> Must provide proof of institutional address.</td>
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<tr>
<td>ii</td>
<td>Successfully completed projects in the previous five financial years in providing end-to-end production of creative content in digital form. <strong>Supporting Documents required:</strong> Details of projects executed in the last five years including the copy of the work order with value and/or client satisfaction, clearly indicating the required scope and engagement value. Project Completion Certificate for each of the project.</td>
</tr>
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| iii | **Overall response:**
Understanding of the Academy requirements, and responsiveness to requirements; Understanding of scope, objectives and completeness of response; Overall concord between Academy requirements and the proposal. **Agency will be asked for a power point presentation.** |
| iv  | **Methodology**
Quality of the proposed approach, methodology and system design;
Quality of proposed implementation plan, i.e. how the bidder will undertake each task, and time-schedules; |
| v   | **Proposed team and Organizational capacity**
Team leader: Relevant experience, qualifications, and position with firm;
Team members - Relevant experience, skills & competencies; Organization of the team and roles & responsibilities;
Professional expertise, knowledge and experience with similar projects, contracts, clients and consulting assignments. |

Based on the Sample provided / selected project submitted along with the Technical document as per **Annexure VII**. The bidder may need to give detailed demonstration on the sample website / selected project. The vendor will be assessed on the basis of the above technical specifications.

### 14. BIDDING PROCESS

- **Bid Submission:** Agencies are advised to study the Bid Document carefully. Submission of the Bid will be deemed to have been done after careful study and examination of all instructions, eligibility norms, terms and requirement specifications in the tender document with full understanding of its implications. Bids not complying with all the given clauses in this tender document are liable to be rejected. Failure to furnish all information required in the tender Document or submission of a bid not substantially responsive to the tender document in all respects will be at the vendor’s risk and may result in their rejection of the bid. All the bids must be valid for a period of 180 days from the date of tender submission.

- **Bids submission particulars:** Bids should be submitted in 2 envelopes separately as per the conditions mentioned in this document. (1) Technical & Commercial Bid for Project. (2) Price Bid for Projects.
a. In case, the day of bid submission is declared to be a holiday by Govt. of India, the next working day will be treated as day for submission of bids. There will be no change in the timings.
b. Tender bid must contain the name, office and after office hour addresses including telephone number(s) of the person(s) who are authorized to submit the bid with their signatures.
c. Un-signed & un-stamped bid shall not be accepted.
d. All pages of the bid being submitted must be signed and sequentially numbered by the vendor irrespective of the nature of content of the documents.
e. Ambiguous bids will be out rightly rejected.
f. The Academy will NOT be responsible for any delay on the part of the vendor in obtaining the terms and conditions of the tender notice or submission of the tender bids.
g. Vendors shall indicate their rates in clear/visible figures as well as in words. In case of a mismatch, the rates written in words will prevail.
h. Tender process will be over after the issue of work order/ letter(s) to the selected vendor.
i. Bids not quoted as per the format given by the Academy will be rejected straightway.
j. No deviation from the tender specifications & terms and conditions will be accepted.
k. The offers submitted by telex/telegram/fax/Email or any manner other than specified above will not be considered. No correspondence will be entertained on this matter. At any time prior to the last date for receipt of bids, the Academy, may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective vendor, modify the Tender Document by an amendment. The amendment will be notified on Academy’s website http://www.ias.ac.in and should be taken into consideration by the prospective agencies while preparing their bids. In order to give prospective agencies reasonable time to take the amendment into account in preparing their bids, Academy may, at its discretion, extend the last date for the receipt of bids. No bid may be modified subsequent to the last date for receipt of bids. No bid may be withdrawn in the interval between the last date for receipt of bids and the expiry of the bid validity period specified. Withdrawal of a bid during this interval may result in forfeiture of Vendor’s EMD. The agencies will bear all costs associated with the preparation and submission of their bids. The Academy will, in no case, be responsible or liable for those costs, regardless of the outcome of the tendering process. Printed terms and conditions of the vendors will not be considered as forming part of their bid. In case terms and conditions of the tender document are not acceptable to any vendor, they should clearly specify the deviations in their bids.
l. No Bank Guarantee towards EMD will be acceptable.
m. The Earnest Money Deposit (EMD), without any interest accrued will be refunded in any of following eventual situations:
   (a) In the case of those service providers who fail to qualify the eligibility criteria, or whose technical bids do not qualify, the Earnest Money Deposit will be refunded without any interest accrued.
   (b) In the case of those service providers who are not selected, the Earnest Money Deposit will be refunded without any interest.

n. Forfeiture of Earnest Money Deposit: The Earnest Money Deposit can be forfeited if a service provider: (i) withdraw its bid during the period of bid validity. (ii) Successfully gets selected, but fails to sign the contract within the stipulated time.

a. Pre bid meeting
a. The Academy shall hold a pre bid meeting with the prospective vendors, for any clarifications regarding tender technical specifications and tender terms & conditions.
b. Queries received, from the vendors, two days prior to the pre bid meeting shall be addressed.
c. The queries can be sent to the Academy through email to: execsec@ias.ac.in
d. All interested vendors can participate in the pre-bid conference.
e. The Academy will not be bound to clarify any query after the pre-bid meeting.
b. Opening of Bids

(i) Bid Opening Process:
   a. Bids (complete in all respect) received along with Demand Draft of EMD (Physically) will be opened as mentioned in the schedule in page no. 5 of this document in presence of vendors representative if available. Bid received without EMD will be rejected straight way.
   b. Eligibility Criteria and Technical bids of only those vendors, whose EMD instruments are found to be in order, will be opened afterwards in the same bid opening session, in the presence of the vendor’s representatives.
   c. Price bids of only those vendors, whose bids are found technically qualified, by the Technical Evaluation Committee, will be opened in the presence of the vendor’s representatives subsequently for further price evaluation.
   d. One authorized representative of each of the vendor would be permitted to be present at the time of aforementioned opening of the bids.

(ii) Technical Examination of Bids and Determination of Responsiveness:
   a. Information relating to examination, clarification, evaluation and comparison of bids and recommendations for the award of contract shall not be disclosed to bidders or any other persons, not initially concerned with such process until the award to the successful bidder has been announced. Any effort by a bidder to influence the purchaser processing of bids or award decisions may result in the rejection of the bidder's bid.
   A substantially responsive bid is one that conforms to all the terms and conditions and specifications of the bidding document without material deviation or reservation. A material deviation or reservation is one which affects in any substantial way on the scope, quality, or performance of the work and which limits in any substantial way, inconsistent with the bidding documents, the Purchaser’s rights or the bidder's obligations under the contract, or whose rectification would affect unfairly the competitive position of other bidders presenting substantially responsive bids.
   b. If a bid is not substantially responsive, it will be rejected by the Purchaser and may not subsequently be made responsive by correction or withdrawal and the non-conforming deviations or reservations.
   c. A duly constituted Technical Evaluation Committee (TEC) will evaluate and shortlist Technical Bids on the basis of specifications provided in item 10 (page 7-8).
   d. The Academy has the option to ask the vendors for a technical presentation in a short notice.
   a. During the technical evaluation, if any of the specification is not met, the bid will be summarily rejected.

(iii) Evaluation of Price Bid
   a. The price bids of only those Vendors which are short listed from the Technical Bids by TEC will be opened in the presence of their representatives and the same will be evaluated by a duly constituted Financial Evaluation Committee (FEC).
   b. There will be no negotiation regarding the price bid by the vendors. However, if the FEC finds the L1 rates unreasonably higher than the market rates, it may call for price negotiation of the rates quoted.

15. Award of Contract
12.1 Selection Process
   a. The Academy may award the contract to the Bidder whose Bid has been determined to be responsive to the bidding documents and who has offered the lowest evaluated Bid Price. However, The Competent authority on behalf of the Academy does not bind to accept the lowest or any other tender and reserves to himself the authority to reject any or all the bids received without the assignment of any reason. All bids in which any of the prescribed condition is not fulfilled or any condition is put forth by the bidder shall be summarily rejected.
b. Selected vendor has to agree for honouring all tender conditions and adherence to all aspects of fair trade practices in executing the Work Orders placed by the Academy.

c. The vendor should not assign or sublet any part of the work to any other vendor in any form. Any such attempt shall result in termination.

d. The Academy may, at any time, terminate the selection by giving written notice to the vendor without any compensation, if the selected vendor becomes bankrupt or otherwise insolvent, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Academy.

e. On written communication from the Academy for having qualified for selection the Vendor shall sign the contract within 7 days of such communication. Failing which the offer shall be treated as withdrawn.

12.2 Conditions related to award of contract:

a. Order will be placed on the selected vendor in hardcopy format or in soft copy mode either through e-mail containing the scanned copy of the Work Order.

b. On the receipt of the Work Order, Vendor(s) shall obtain all the necessary documents for timely delivery of the services.

c. If the vendor is not able to execute the Project/assignment completely within the specified period, the Security Deposit will be forfeited in full.

12.3 Payment terms;

a. Payment will be made only after satisfactory completion of work with deliverables as determined by the Academy in the project and with the issue of completion of work certificate.

b. Payments shall be subject to deductions of any amount for which the Vendor is liable as per the penalty clause of this tender document. Further, all payments shall be made subject to deduction of TDS (Tax deduction at Source) as per the income-tax Act, 1961 and any other taxes.

16. Penalty

a. The prospective vendor shall render the services strictly adhering to the time schedules by the Academy in the Work order. Any un-excused delay by the vendor, in the performance of its obligations, shall attract Penalty at the rate of 1.5% of the total value of the work order per week of delay subject to a maximum of 7.5% of the work order value. Beyond five weeks the Academy will have the option of getting the work done through alternate sources at the cost and risk of the defaulting vendor.

b. The vendor shall not refuse to accept the Academy work order under any pretext. The vendor shall start the work within 7 days of the date of the work order.

c. For three recurrences of default in the discharge of service obligations, the Academy would be free to forfeit the defaulting vendor's security deposit, revocation of bank guarantee and /or termination of the Contract for default.

d. If at any time during performance of the work, if the vendor encounters reconditions impeding timely performance of the ordered services, the vendor shall promptly notify the Academy in writing of the fact of the delay, its likely duration and its cause(s).

17. Terms & Conditions

- No interest shall be payable for the Earnest Money Deposit and no deviations from these terms and conditions will be accepted. Any violation thereof will lead to rejection of the bid.

- The decision of the Academy arrived during the various stages of the evaluation of the bids is final and representation of any kind shall not be entertained on the above.

- In case the selected vendor is found in-breach of any condition(s) of Tenderer Work order, at any stage during the course of Design/Development/commissioning or warranty period, the legal action as per rules/laws, shall be initiated against the vendor and Security Deposits shall be forfeited.
• The Academy will have the right to invoke the Security Deposit if performance of the vendor is not found up to the mark or is in violation of tender conditions.

• In case any attempt is made by vendor to bring pressure towards the Academy's decision making process, such vendors shall be disqualified for participation in the present tender.

• Printed conditions mentioned in the tender bids submitted by vendors will not be binding on the Academy. All the terms and conditions for the Design, Development, testing and implementation, payment terms, penalty etc. will be as those mentioned herein and no change in the terms and conditions by the vendors will be acceptable. Alterations, if any, in the tender bids should be attested properly by the vendor, failing which, the tender will be rejected.

• Upon verification, evaluation/assessment, if in case any information furnished by a vendor is found to be false/incorrect, their total bid shall be summarily rejected and no correspondence on the same, shall be entertained.

• No deviations from tender terms and conditions will be accepted. Any violation thereof will lead to the rejection of the bid.

• Indemnity: The selected vendor shall indemnify the Academy against all third party claims of infringement of patent, trademark/copyright or industrial design rights arising from the use of the supplied software/hardware/manpower etc. and related services or any part thereof. The Academy stand indemnified from any claims that the hired manpower may opt to have by virtue of working on the project for whatever period. The Academy also so stand indemnified from any compensation arising out of accidental loss of life or injury sustained by the hired manpower while working on the project.

• The Academy will not be responsible for any misinterpretation of terms and conditions or wrong assumption by the vendor.

• One Bid per Bidder: Each bidder shall submit only one bid. A bidder who submits or participates in more than one bid will be disqualified.

• **Force Majeure:** If at any time, during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reasons of any war, hostility, acts of public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts or acts of God (hereinafter referred to as "events"), provided notice of happenings of any such event is duly endorsed by the appropriate authorities of the party giving notice, is given by party seeking concession to the other as soon as practicable, but within 21 days from the date of occurrence and termination thereof and satisfies the party adequately of the measures taken by it, neither party shall, by reason of such event, be entitled to terminate this contract, nor shall either party have any claim for damages against the other in respect of such non-performance or delay in performance, and deliveries under the contract shall be resumed as soon as practicable after such event has come to an end or ceased to exist and the decision of the purchaser as to whether the deliveries have so resumed or not, shall be final and conclusive, provided further, that if the performance in whole or in part or any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 120 days, the Academy may at his option, terminate the contract.

• **Default**
  i) If the vendor fails to deliver any or all of the services within the time period(s) specified in the Work Order or any extension thereof granted by the Academy.
  ii) If the vendor fails to perform any other obligation(s) under the contract.
  iii) If the vendor, in either of the above circumstances, does not take remedial steps within a period of 7 days after receipt of the default notice from the Academy (or takes longer period in spite of what the Academy may authorize in writing).
  iv) Academy may terminate the contract / Work Order in whole or in part. In addition to above, Academy may at its discretion also take the following action.
  v) Academy may procure, upon such terms and in such manner, as it deems appropriate, services similar to the undelivered services/products and the defaulting supplier shall be liable to compensate Academy for any extra expenditure involved towards goods and services to complete the scope of work in totality or 10% of the work order as
cancellation charges whichever is higher.

- **Arbitration**: If a dispute arises out of or in connection with this contract or in respect of any defined legal relationship associated therewith or derived there from, the decision arbitration proceedings shall be held in Bangalore and the decision of the Academy prevails.

18. **Miscellaneous**: Any other terms & conditions, mutually agreed to, prior to finalization of the contract shall be binding on the Vendor and Academy, during the period of the contract. Any default of any terms and conditions of the tender will result in rejection of the bid and forfeiture of EMD/Security deposit, accordingly.
1. The format shall be ‘Interview’ based.

2. The production agency should hold 2-3 sessions of interviews for shooting in deriving a 30 minute final production.

3. The video memoir should essentially cover the following;
   - Selected milestones /turning points in the scientist’s (who happens to be the past President of Academy) discipline /career-personal views.
   - Scientific and social influences that shaped research and translation in the scientist’s discipline/career, interesting anecdotes.
   - The enjoyment, challenges and rewards of scientific pursuit in India.
   - Photos, documents and mementoes from the scientist’s personal archive, a limited number of these can also be taken from the public sources.
   - Inspiring thoughts for young researchers and to motivate them to take up studies and career in sciences.

4. Scope of work: Production of the video memoir complete in all respects.

5. Language; In English but also in any Indian Language (which will be decided)

6. Shoot format; Shooting in Beta Cameras, interview to be captured in 2 cameras with limited amount of visual cutaways (supporting photos, documents etc.), including graphics and music.

7. The production of script should be of high quality meeting the industry standards.

8. Work should be completed in 5 to 8 weeks form the dates the interview sessions begin.

9. Approved cost and terms of payment; Rs. 2.23 lakhs (Rs. Two lakhs Twenty Three Thousand only), payable after providing deliverables to Academy.

10. Academy will help your agency in arranging meeting with the past President of Academy on whom the memoir is proposed.

11. Jurisdiction for all disputes; any dispute is subject to Bangalore jurisdiction only.

12. **Deliverables at the time of final submission**
   i) 2 DVDs of the produced video memoir.
   ii) Two CDs containing audio track in broadcast quality.
   iii) Hard copy of the complete finalized script in duplicate.
   iv) A set of stills.
   v) CD cover, inlay, face cover design in source file format.
Annexure II

AUTHORIZATION LETTER

To,
Indian Academy of Sciences, C V Raman Avenue,
P.O. Box No. 8005, Sadashivanagar, Bangalore-560 080

Sub: Authorization letter for Tender

Sir/Madam,

We, the undersigned vendor, having read and examined in detail the specifications and all the bidding documents do propose to provide the Services as specified in the bidding document no __________

All the prices mentioned in our proposal are in accordance with the terms as specified in bidding documents.

All the prices and other terms and conditions of this proposal are valid for a period of 180 calendar days from the due date of submission of the tender.

We, do hereby confirm that our Bid prices include all taxes, levies, octroi etc. Earnest Money Deposit (EMD) as indicated in the bid for an amount equal to Rs. 50000/- (Rupees Fifty Thousand Only) is enclosed.

We have carefully read and understood the terms and conditions of the contract applicable to the tender and we do hereby undertake Services as per these terms and conditions.

We declare that our prices are as per the technical specifications and bid documents. These prices are indicated in Annexure(s) attached with our proposal as part of the commercial bid. We do hereby undertake that, in the event of acceptance of our bid, the Services shall be completed as stipulated in the tender document. We enclose herewith the complete Technical Bid as required by you. This includes:

- Authorization Letter (Annexure II)
- Vendor Particulars (Annexure III)
- Vendor's -Detailed Experience (Annexure IV)
- Past Experience Summary (Annexure V)
- Detailed Notes on Professional Details (Annexure VI)

All corrections (deletions should invariably be duly attested by the person authorized to sign between us). We do hereby undertake, that until a contract is prepared and executed, this bid together with your written acceptance thereof, the tender document and placement of letter of intent awarding the contract, shall constitute a binding contract between us.

Date: ____________________________

Signature of vendor representative
Name of Vendor with Full Address
Telephone Numbers:

Details of enclosure
Annexure III

VENDOR PARTICULARS – (indicate the Project category tendered for)

a) Name of the Vendor:

b) Incorporated as ________________ in year ________________ at (State Registered Firm or Partnership Firm)

c) Whether any Legal/Arbitration proceedings have been instituted against the Vendor or the Vendor has lodged any claims in connection with the jobs carried out by them. If yes, please give details

d) Registered Office Address:

e) Name of the top executive:
   • Designation:
   • Telephone Numbers:
   • Fax Numbers:
   • E-mail:
   • Mobile No.

f) Service Tax No.:

g) PAN:

h) Whether the vendor complies with the requirement of

i) Registration under the Contract Labour (Regulation & Abolition) Act Y/No

j) Draft Details:

<table>
<thead>
<tr>
<th>On Account of</th>
<th>Amount in Rs.</th>
<th>Draft No.</th>
<th>Date</th>
<th>Bank Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tender Fee</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>EMD</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

l) Annual turnover from web design, development, hosting and maintenance of websites and Development of web enabled applications provided for scholarly scientific journals.

<table>
<thead>
<tr>
<th>Year</th>
<th>Amount in Rs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018-19</td>
<td></td>
</tr>
<tr>
<td>2017-18</td>
<td></td>
</tr>
<tr>
<td>2016-17</td>
<td></td>
</tr>
<tr>
<td>2015-16</td>
<td></td>
</tr>
<tr>
<td>2014-15</td>
<td></td>
</tr>
</tbody>
</table>

Date:
Place:

Authorised Signatory
Name of the Vendor:
Full Address:
Telephone Nos.

SEAL

Page 15 of 30
## Annexure: IV Vendor's Detailed Experience

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Particulars</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Name of the Projects completed, Please specify the name of the website/portal/web application and URL of the website /portal /web application for reputed scholarly scientific journals</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Client Details</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Name, Title and Address of the Client who can be contacted</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Project Duration</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Start Date &amp; End Date</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Scope of Work</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Relevant work domain</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Software Tools &amp; Technology used</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Total Efforts in Man days</td>
<td></td>
</tr>
</tbody>
</table>

Attach Letter of Intent/ Work order/ Contract copy (mandatory). Letter from the client for satisfactory completion of the project /Appreciation letter from client would be given additional weightage.

Note: Use separate format for different projects.
Annexure V Past Experience Summary of the Vendor

Experience Summary of the projects / programmes executed in the recent past in production of creative audio-visual / digital media programmes:

<table>
<thead>
<tr>
<th>#</th>
<th>Project Name</th>
<th>Client name, contact details</th>
<th>Start &amp; closing Date of contract</th>
<th>Activities relevant to scope</th>
<th>Contract Value (In Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>
### Annexure VI Detailed note on professional employees

**Detailed Note on Different level of Professionals employed and their role for the present Project:** Provide the number of professionals employed with their qualifications, experience in years and role in the present Project

<table>
<thead>
<tr>
<th>#</th>
<th>Position</th>
<th>No. of Professionals</th>
<th>Supporting</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>2</td>
<td></td>
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<td>3</td>
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<td>5</td>
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<td>8</td>
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<td>9</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td></td>
<td></td>
<td>List of professionals indicating experience in years and role</td>
</tr>
</tbody>
</table>

---

Page 18 of 30
Annexure VII Price Bid for the present assignment

Prices in Financial Bid should be quoted in the following format.

<table>
<thead>
<tr>
<th>#</th>
<th>Project Description/Component</th>
<th>Total Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>The Cost of production to hold 2-3 sessions of interviews for shooting in deriving <strong>ONE</strong> 30 minute final production, as per the given specifications.</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Applicable Taxes</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Gross Total Value</td>
<td></td>
</tr>
</tbody>
</table>

i) Tax extra as applicable from time to time
ii) The Rates should be quoted in Indian rupees only.
iii) Financial bids will be evaluated on the basis of total price, i.e. all inclusive, Vendors shall indicate their rates in clear/visible figures as well as in words. In case of a mismatch, the rates written in words will prevail.
iv) The vendors should quote for all the items in the above table.

Date:  
Place:  

Authorized Signatory

Name:  
Seal
Annexure-VIII
Non-Disclosure Agreement

(To be executed over Rs.250 Stamp/Franked paper & notarized)
This Non-disclosure Agreement ("NDA") is made and entered into this day of____________________ in the year Two Thousand and Fourteen (2014)
BY AND BETWEEN
Indian Academy of Sciences (hereinafter referred to as "Academy"), having its office at C V Raman Avenue, Sadashivanagar, Bangalore 560080
AND
<Company Name> a company having its principal place of business at
<Company Name & Address> shall be referred to herein as a "Respondent". Academy and the Respondent shall individually be referred to as "Party" and collectively referred to as "Parties".

WHEREAS, Respondent agrees to receive the Proprietary Information or other information from Academy and treat all such information as confidential information and to safeguard Academy's confidential information, property, information systems, network, databases and other data.

NOW, THEREFORE, in consideration of the recitals set forth above and the covenants set forth herein, the Respondent agrees that:

Respondent agrees to hold all Confidential Information received from the Academy in confidence. Respondent will use such Confidential Information only for the purpose of developing the Response to the said Tender. Respondent will not disclose such Confidential Information to any third party without the prior written approval of the Academy.

The Confidential Information means information which may be in any form including but not limited to oral, written or printed information or Information in electronic form, data, studies, consultants reports, trade secrets, proformas and other financial and trade/commercial information, computer models and programs, contracts etc.,

Without the prior written consent of the Academy or except as otherwise provided herein, the Respondent will not:
• Distribute or disclose to any other person any of the Confidential Information;
• Permit any other person to have access to the Confidential Information;
• Use the Confidential Information for any purpose other than the Permitted Use; or disclose to any other person

The Respondent agrees to be responsible for any breach of this Agreement by its Representatives.

Respondent agrees to protect the Confidential Information received from the Academy with the same degree of care as it normally exercises to protect its own proprietary information of a similar nature. Respondent agrees to promptly inform the Academy of any unauthorized disclosure of Academy's Confidential Information.

The Respondent shall ensure that in no case its employees or representative uses any USB or connectivity device in the hardware systems of the Academy without permission from the Academy.

The Respondent shall ensure that their employees will not disclose any information of the Academy even after they cease to be the employees of the Respondent. The Respondent shall ensure this by its own internal agreements.

Confidential Information does not include information that Respondent can reasonably prove, falls within any of the following:
• Information that either is legally in either party’s possession or publicly available to either party prior to the disclosure of such information hereunder;
• Information that, subsequent to its disclosure hereunder, becomes publicly available to either party without any violation of this Agreement by either party;
• Information that becomes legally available to either party on a non-confidential basis from any third party, the disclosure of which to either party does not, to either party’s knowledge, violate any contractual or legal obligation such third party has to either party with respect to such information;
• Information that is independently acquired or developed by either party which can be evidenced by written records; or information that is explicitly approved for release by written authorization of the Academy.

In the event that Respondent is required by law in any judicial or governmental proceeding to disclose any Confidential Information, the Respondent will give Academy prompt written notice of such request so that Academy may seek a protective order or appropriate remedy. If, in the absence of a protective order, Respondent determines, upon the advice of counsel, that it is required to disclose such Confidential Information, it may disclose such Confidential Information only to the extent compelled to do so; provided, however, that the Respondent gives Academy written notice of the portion of Confidential Information to be disclosed as far in advance of the disclosure as is practicable and uses its best efforts, at its own expense, to obtain assurances that confidential treatment will be accorded to such Confidential Information.

Respondent agrees that Confidential Information is and shall at all times remain the property of the Academy. Respondent acknowledge that the Confidential Information is confidential and material to the interests, business and affairs of the Academy and that the disclosure thereof (other than as permitted under this Agreement) would be detrimental to the interests, business and affairs of the Academy. No use of such Confidential Information is permitted except as otherwise provided herein and no grant under any of the party’s intellectual property rights is hereby given or intended, including any license (implied or otherwise). All information shall remain the property of the Academy and shall be returned upon written request or upon the Respondent’s determination that it no longer has a need for such information. Use of such property or licenses without the permission of the Academy is strictly prohibited and the respondent will ensure that any of its employee or representative does not violate this condition, and even in the case when they cease to have any relationship with respondent.

Respondent agree and acknowledge that monetary damages would not be a sufficient remedy for a breach of this Agreement and that the Academy shall be entitled to specific performance or any other injunctive relief as a remedy in equity for any such breach of this Agreement. Any remedy shall not be deemed to be exclusive or all-inclusive and shall be in addition to any and all other remedies which may be available to the Academy in law or equity.

Any dispute or claim arising out of or in connection herewith, or the breach, termination or invalidity thereof, shall be settled by arbitration in accordance with the provisions of Procedure of the Indian Arbitration & Conciliation Act, 1996. The arbitration tribunal shall be composed of a sole arbitrator, and the Parties shall appoint such arbitrator with mutual consent. The place of arbitration shall be Bangalore and the arbitration proceedings shall take place in the English language.

IN WITNESS WHEREOF, the Respondent has caused this Agreement to be executed as of the date set forth above.
For and on behalf of <Respondent Company> <Address of Respondent> Authorized Signatory

Name: 
Designation: 
Office Seal: 
Place: 

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Annexure IX Annexures' Check List

To be submitted properly numbered and indexed along with signatures of the authorized representatives of quoting vendors and submitted in Envelope 1

<table>
<thead>
<tr>
<th>SL. No</th>
<th>Description</th>
<th>Compliance (Y/N)</th>
<th>Reference Page No. in the Bid document</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Tender Fee; Rs. 500/-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Earnest Money Deposit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Authorization Letter (Anne. II)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Vendor Particulars (Anne. III)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Pre-Qualification Requirement (Please refer item 10 in page 14 of the document for complete requirements)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Annual Turnover from IT Services</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Experience in Website design &amp; Development and maintenance of Web based applications</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Agency should have on its roll qualified professionals</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Sample Website/ Project Demonstration</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Technical Evaluation Requirement (Refer item 11 in page 15 &amp; 16 for complete requirements)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>A copy of the Balance Sheet/audit report indicating IT services of the agency for the last three years</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Details of the Projects executed in the last financial years including copy of Work order with value and or clear client satisfaction certificate, clearly indicting the required scope of the work executed. Details to be provided in the relevant</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>List of Professionals to be provided as per Annexure (VII)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Sample work / project submitted along with the technical document.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Non-Disclosure Agreement as per Annexure VIII</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>For Envelope -2 Price Bid</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Detailed Price Bid as per Annexure VII</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>