

E-TENDER
for
Development of Corporate/ Promotional Video
on
National Council of Science Museums



Ministry of Culture
Government of India



National Council of Science Museums
(Ministry of Culture, Govt. of India)
33, Block – GN, Sector – V, Bidhan Nagar,
Kolkata - 700091

Disclaimer & Disclosures:

National Council of Science Museums (NCSM) has prepared this document to give background information on the captioned job/project to the interested bidders/agencies/contractors. While NCSM has taken due care in preparation of the information contained herein and believe it to be accurate, NCSM or any of its authorities or agencies nor any of their respective officers, employees, agents or advisors give any warranty or make any representations, express or implied as to the completeness or accuracy of the information contained in this document or any information which may be provided in association with it.

The information is not intended to be exhaustive. Interested agencies are required to make their own inquiries and respondents will be required to confirm in writing that they have done so and they do not rely only on the information provided by NCSM in submitting the Tender. The information is provided on the basis that it is non-binding on NCSM or any of its authorities or agencies or any of their respective officers, employees, agents or advisors.

NCSM reserves the right not to proceed with the Project or to change the configuration of the Project, to alter the time table reflected in this document or to change the process or procedure to be applied. It also reserves the right to decline to discuss the matter further with any bidder submitting the Tenders.

No contractual obligation on behalf of NCSM, whatsoever, shall arise from this tender unless & until a formal contract is signed and executed by duly authorized officers of NCSM and the bidder in due course after invitation of tenders.

NCSM may modify any / all of the terms of this tender process giving due notification through the NCSM's website <https://ncsm.gov.in> or www.eprocure.gov.in/app.

NCSM will not be liable for any costs incurred by the Bidders in the preparation of the tender & its presentation. The preparation of Bidder's proposal will be made without obligation by NCSM to acquire any of the items included in the Bidder's product, or to select any Bidder's proposal or to discuss the reasons why a particular Bidder's proposal is accepted or rejected.

All information included by the bidders in their proposal will be treated in strict confidence.

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33, Block – GN, Sector – V, Bidhan Nagar, Kolkata - 700091

NOTICE INVITING E-TENDER

TENDER No. I-18012/2/23(145)

On-line Digitally signed e-tenders under QCBS (Quality and Cost Based Selection) method are invited in Two Bid System from competent Company/Firm/Agency/Consortium, who satisfy the eligibility criteria enumerated in the Tender Documents for Development of Corporate/Promotional Video on National Council of Science Museums as per the Scope of Work.

Agencies having proven experience and capability of executing the order in the targeted time may download the Tender Papers from Central Public Procurement Portal (CPPP): <http://eprocure.gov.in/eprocure/app> or from NCSM website <https://ncsm.gov.in> as per the following schedule:

Bid Document Published Date	August 21, 2023(At 06.00 PM)
Bid Document Download Start Date	August 21, 2023(At 06.00 PM)
Bid Clarification Start Date	August 21, 2023(At 06.00 PM)
Bid Clarification End Date	August 25, 2023(At 06.00 PM)
Bid Submission Start Date	August 30, 2023(At 11.00AM)
Bid Submission End Date	September 11, 2023(At 12.00 Noon)
Technical Bid Opening Date	September 12, 2023(At 12.00 Noon)
Technical Presentation (of those selected)*	Will be communicated*
Estimated Cost of Work	25.96 Lakhs (including GST)
Earnest Money Deposit	Rs. 64,900.00 (Exemption allowed as per Govt. of India Rules)
Period of Completion of Work	45 days
Pre-Bid Meeting	August 28, 2023 (At 11.00 AM) At NCSM, Hqrs, Kolkata (Online through video conferencing)
Pre bid meeting video conferencing details: - Topic: Pre-Bid meeting for Development of Corporate/ Promotional Video on National Council of Science Museums Time: Aug 28, 2023 11:00 AM India Join Zoom Meeting https://us06web.zoom.us/j/86892880051?pwd=cVM2MUF3MmNNaWxNNFljdHVOR2Z5Zz09 Meeting ID: 868 9288 0051 Passcode: 690972	
Bid Clarification: Clarification, if any, regarding the tender may please be addressed to Section officer (Stores & Purchase), Central Research & Training Laboratory, National Council of Science Museums, at spo@ncsm.gov.in.	

The online bid, both Technical Bid and Financial Bid, should be uploaded by the due date and time as per the above schedule. The responsibility to ensure the same lies with the bidders. Offline tenders shall not be accepted and no request in this regard will be entertained whatsoever. Online

Technical Bid will be opened at the first instance in NCSM, Kolkata at 12.00 Noon. on September 12, 2023 for technical evaluation as well as selection of technically acceptable offers.

In the second stage, the Financial Bids of only the selected and techno-commercially acceptable offers / system / equipment will be opened. Decision of the NCSM, regarding selection of eligible and qualified vendors / firms for opening the Financial Bid shall be final and binding on the bidders. NCSM, Kolkata reserves the right to accept or reject any or all tenders in full or part without assigning any reason whatsoever. NCSM is not bound to accept merely the lowest tender but the technical suitability, capability and superiority of the job.

1. Tender document can be downloaded from Central Public Procurement Portal (CPPP) website "[http:// www.eprocure.gov.in](http://www.eprocure.gov.in)" and website of NCSM "[http:// www.ncsm.gov.in](http://www.ncsm.gov.in)".
2. Submission of the Bid: This Tender is an e-Tender and bids are to be submitted through CPP Portal (<http://eprocure.gov.in>) only. Bids submitted in physical forms will be summarily rejected.
3. Details of EMD, submission of tender, etc. are indicated in the tender document.
4. The online bid both Technical (Techno-Commercial) Bid and Financial bid duly furnished in Cover -I and Cover-II respectively should be uploaded by the due date and time as per the above schedule. The responsibility to ensure the same lies with the bidders.
5. NCSM, Kolkata reserves the right to amend/withdraw any of the terms and conditions in the tender documents or to reject any or all bids without giving any notice or assigning any reason. NCSM, Kolkata also reserves the right to accept or reject any or all tenders in full or part without assigning any reason whatsoever. NCSM, Kolkata shall also not be bound to accept merely the lowest tender but the technical suitability, capability and superiority of the concept/technology interface/system etc. shall be of prime consideration for selection of the appropriate set of concept/technology interface/system collectively considered as a complete solution.

Section officer (Stores & Purchase)
NCSM, Kolkata

General Information and Instructions

1. The instructions given herein will be strictly binding on the bidders and deviation, if any will make the tender or tenders liable to be considered invalid. Tenders incorporating additional conditions by the bidder are liable for rejection.
 2. Bids shall be submitted online only at CPPP website:
<https://eprocure.gov.in/eprocure/app>, Manual bids shall not be accepted.
 3. The instructions given in “Annexure- A” for “Instruction for Online Bid Submission” should be strictly followed during submission of the Bid.
 4. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
 5. ----Omitted-----
 6. Bid should be submitted along with the Earnest Money of Rs. 64,900.00 (Rupees Sixty-four thousand nine hundred only) by way of crossed Demand Draft / Pay Order on any of the commercial banks or payment online by NEFT / RTGS payable in favour of “National Council of Science Museums”, payable at Kolkata (Bank Details of National Council of Science Museums for NEFT/RTGS is mentioned below). Earnest Money deposit in the form of Bank Guarantee /Bond or any other instrument shall not be accepted and shall be rejected straightway. Earnest Money deposits in respect of such offers which are **not accepted** will be returned to the bidders within 30 working days from the date on which the final decision is taken about the agency through which tendered work will be carried out or within 2 (two) months from the date of the opening of the tenders, whichever is earlier. No interest will be paid on the Earnest Money deposited with the Council.
- Application should be accompanied by an EMD of Rs. 64,900.00 (Rupees Sixty-four thousand nine hundred only) Payable in the form of DD drawn in favor of “National Council of Science Museums” payable at Kolkata or through online payment mode in the account of NCSM as per the details mentioned below:

**BANK DETAILS OF NATIONAL COUNCIL OF SCIENCE MUSEUMS for submission
of EMD**

Name of the Account Holder	National Council of Science Museums
Account No.	164201000000491
Account Type	Saving Account (SB)
Bank Name	Indian Overseas Bank
Bank Address	GN-34/2, Sector-V, Bidhan Nagar, Kolkata700091
IFSC Code	IOBA0001642
MICR Code	700020049
Branch Code	1642
GST No.	19AAAAN2541C2ZZ

- *For Successful bidder, EMD will be returned upon successful submission of Security Deposit to the Council.*
7. Validity of Bids: The Bids should remain valid for 90 days from the date of opening of Financial Bids.
 8. Rejection of Bids: Canvassing by the Bidder(s) in any form, unsolicited letter and post-tender correction may invoke summary rejection. Conditional tenders will be rejected. Noncompliance of applicable General Information and Instructions will disqualify the Bid.
 9. The Bidders should have Digital Signature Certificate (DSC) for filling up the Bids. The person signing the tender documents should be authorized for submitting the on line e-tender.
 10. The Financial Bid (BOQ) shall be filled in and signed by the authorized signatory online as per proforma "Annexure- H" available at Central Public Procurement Portal e-tender system website <http://eprocure.gov.in/eprocure/app>. off line Financial Bid shall not be accepted
 11. Tender must be uploaded on-line in two separate covers - namely Cover - 1 (Technical) and Cover- 2 (Financial) on Central Public Procurement Portal. The contents of Cover shall be as follows:

Cover- 1 (Technical)

Sl. No.	Description	Yes	No	Remarks
01.	Technical (Techno-Commercial) BID duly filled-in and signed with official stamp. (As per Annexure-E format)			
03.	General Terms & Conditions (as detailed in Annexure - B), Scope of Work as per Annexure D, Declaration as per Annexure C duly signed with official stamp as a token of acceptance			
04.	Documents as per Annexure P, Annexure M (i, ii, iii, iv), Annexure N etc.			
05.	Scanned Copy of the current and valid GST registration Certificate and PAN, Turnover as per Annexure G			
06.	Scanned copy of Demand Draft / details of online payment for Earnest Money Deposit of Rs. 64,900.00 (Rupees sixty four thousand nine hundred only)			
07.	Similar work experience documents, Checklist etc.			

Cover-2 (Financial)

- i) The Financial Bid (as per Annexure-H) i.e. Schedule of Price Bid in the form of Attached BOQ Performa shall be duly filled in, digitally signed and uploaded online by the bidder.**

The Cover-1, i.e. Technical (Techno-commercial) Bid shall be opened by NCSM, Kolkata at the first instance and evaluated by the competent authority. At the second stage, the Cover-2 containing Financial Bid of only techno-commercially acceptable offers shall be opened for further evaluation and ranking before awarding the contract.

N.B.: The bidders shall consider the prevailing tax rates while quoting the rates. However, in the event of any changes in the statutory taxes and duties, the rates applicable at the time of payment shall be made by the competent authority of the NCSM, Kolkata against submission of supporting documentary evidence.

12. The authorities of NCSM, Kolkata who do not bind themselves to accept the lowest tender, reserves the right to reject or accept any or all tenders wholly or partially without assigning any reason whatsoever.

Instructions for Online Bid Submission

1. The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.
2. More information useful for submitting online bids on the CPP Portal may be obtained at <https://eprocure.gov.in/eprocure/app>

REGISTRATION

1. Bidders are required to enrol on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “Online Bidders Enrolment” on the CPP Portal which is free of charge.
2. As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
3. Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
4. Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / nCode / eMudhra etc.) with their profile.
5. Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC“s to others which may lead to misuse.
6. Bidders may then log-in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

1. There are various search options built in the CPP Portal to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords, etc. to search for a tender published on the CPP Portal.
2. Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective “My Tenders” folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

3. The bidders should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk,

PREPARATION OF BIDS

1. Bidders should take into account any corrigendum published on CPPP in connection with the tender document before submitting their bids.
2. Please go through the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of sets in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
3. Bidders, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF / JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
4. To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates, etc.) has been provided to the bidders. Bidders can use “My Space” or “Other Important Documents” area available to them to upload such documents. These documents may be directly submitted from the “My Space” area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

SUBMISSION OF BIDS

1. Bidders should log-in to the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidders will be responsible for any delay due to other issues.
2. The bidders have to digitally sign and upload the required bid documents one by one as indicated in the tender document.
3. Bidders have to select the payment option as “offline” to pay the requisite Earnest Money Deposit (EMD) and enter detail of the instrument.
4. Bidders should submit the EMD as per the instructions specified in the tender document. The original instrument should be posted/couriered/given in person to the Tender Processing Section at the above address, latest by the last date of bid submission. The detail of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise, the uploaded bid will be rejected.
5. A standard Price Schedule format (BOQ) has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the

same is to be downloaded and to be filled by all the bidders. Bidders are required to download the BOQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidders). No other cells should be changed. In case no rate value is required to be quoted in any particular cell, that cell may be kept blank, figure "0" (zero) shall not be entered in such cell(s). Once the details have been completed, the bidders should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidders, the bid will be rejected.

6. The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referring the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
7. All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128-bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid opener's public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
8. The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
9. Upon the successful and timely submission of bids (i.e. after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message and a bid summary will be displayed with the bid number and the date & time of submission of the bid with all other relevant details.
10. The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meeting.

ASSISTANCE TO BIDDERS

1. Any enquiries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority or the relevant contact person indicated in the tender.
2. Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal helpdesk. The contact number for the helpdesk is 1800 233 7315.

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NOTICE INVITING E-TENDER

TENDER No. I-18012/2/23(145)

Title of the Work:

Development of Corporate/ Promotional Video on National Council of Science Museums

Tenders under QCBS (Quality and Cost Based Selection) method are invited in Two Bid System from competent Company/Firm/Agency/Consortium, who satisfy the eligibility criteria enumerated in the document.

NCSM invites bids for Development of Corporate/ Promotional Video on National Council of Science Museums.

ELIGIBILITY CRITERIA FOR APPLYING:

- i. Company/Firm/Agency shall have the experience of implementing similar work using most modern digital gadgets and techniques and have the proficiency in story telling for Corporate/Promotional videos.
- ii. The bidder could be Limited Company/ Pvt. Limited Company /Corporation, Proprietary Firm, Partnership etc.
- iii. The bidders should have minimum experience of **5 years** since their establishment. Must have experience of developing similar videos having duration 3 to 15 mins minimum three and above.
For establishing the same, the bidder should submit copies of **work orders** issued to them as well as copies of **work completion certificate** of the same work.
- iv. The **Average Annual Turnover of the Bidder for any three financial years** (2018-2019, 2019-2020, 2020-21, 2021-22, 2022-23) should be minimum **40 Lakh**.
- v. The Bidder should have the requisite work experience of completing similar projects during the last 5 years ending last day of month previous to the date of issuing of tender as per the details given below:
One similar work of value not less than **Rs. 17.6 Lakh**.
Or
Two similar works each of value not less than **Rs. 13.2 Lakh**.
Or
Three similar works each of value not less than **Rs. 8.8 Lakh**.

Notes:

Here the **Similar Works** means the work of “Development of Corporate Video/Documentary for an Organization”.

SCOPE OF WORK

Introduction:

NCSM intends to develop a Corporate/Promotional Video showcasing various programmes and activities of NCSM for the prospective buyers of the expertise of NCSM as well as for the general public. The video will portray NCSM as a leading Museum Developer and science communicator. The video will highlight the role of NCSM in the science museum/centre movement in India, its technical expertise in museum development, the skill development of museum professionals and in organizing various tailored programmes catering to the needs of different sections of society. The video will cover about the various initiatives of NCSM like the introduction of the Mobile Science Exhibition programme in India, the Development of the first Science Park of the world, the conceptualization and development of the first Science City in the Indian sub-continent, the development of a network of Innovation Hubs etc.

Scope of Work:

The Corporate/Promotional video will cover the council's extensive activities, including its futuristic vision and brief history of NCSM from its inception. The shooting will have to be carried out at diverse locations across the country. The vendor will make all arrangements for shooting and obtain all necessary permissions wherever required. This includes camera, light, sound and other equipment, staff including Creative Director and DOP, shooting sites, arrangement of special artists etc. A tentative list of locations for shooting is given below:

1. **Kolkata:** Science City, NCSM Headquarters & Central Research and Training Laboratory, Birla Industrial and Technological Museum, National Institute of Biomedical Genomics, Kalyani.
2. **Digha:** Digha Science Centre
3. **Kalimpong:** Kalimpong Science Centre
4. **Guwahati** (2 locations – Regional Science Centre, Guwahati and Science City, Guwahati)
5. **Delhi:** National Science Centre, Delhi and National Agricultural Science Museum, Delhi
6. **Kurukshetra:** Kurukshetra Panorama and Science Centre, Kurukshetra
7. **Palampur:** Palampur Science Centre, Palampur
8. **Mumbai:** Nehru Science Centre, Mumbai, National Museum of Indian Cinema
9. **Nagpur:** Raman Science Centre and Planetarium, Nagpur
10. **Goa:** Goa Science Centre, Panjim
11. **Bengaluru:** Visvesvaraya Industrial and Technological Museum, Bengaluru
12. **Tirupati:** Regional Science Centre, Tirupati

Target Audience: The target audience of the promotional or corporate video will be prospective buyers of NCSM expertise in India and abroad & target public.

Language: The primary language version of the video would be English and Hindi. Dubbing of the video may also be required in Bengali, Marathi, Gujarati, Kannada, Tamil, Oriya, Assamese and Malayalam. Agency may submit rate separately for dubbing in each language other than English and Hindi.

Concept Note, Storyline & Script:

A concept note not exceeding two A4-size pages with key points, a storyline, probable treatment, and style of presentation is to be submitted with the tender for consideration. Final input regarding story line shall be provided by NCSM to the successful bidder after award the work. The successful bidder will have to submit a preliminary storyline within three days of receiving inputs from NCSM. The final storyline and script (including voice over script) will be provided by the successful bidder within ten days after receiving work order.

Duration of the video:

The duration of the corporate video is desired to be as follows:

1. **Main Corporate Promotional Video: about 5-6 minutes.**
2. An auxiliary documentary video based on the raw footage: around 10-15 minutes.
3. Teaser, based on the raw footage: around 2 minutes

Narration and Voice Over:

A competent professional male or female voice, or both, having a neutral accent and clear diction and pronunciation to ensure proper communication, with the prior approval of the Council will be used in the video. Interviews, if any, should be subtitled (in English or Hindi as the case will be) for clarity. The vendor will submit at least five different voice samples of both males and females for selection and approval of NCSM.

Music:

All background music scores should be original and royalty-free. If it is necessary to use any music/voice which is owned by any person or a company, then the vendor will have to get permission to use the music/voice from the concerned person or company and submit a copy of permission to NCSM.

Video Format: 4K

Equipment to be used: Equipment to be used should be of high standards, for example, hi-tech cameras of no less standard than that of Black Magic Pro, CP3 lenses, drone cameras like DJI Phantom Pro 4K / Phantom 4 Pro plus V2, hi-tech action cameras like the 4K GoPro, or cameras of higher quality, a gimbal, slider, trolley / dolly, fluid head tripod, matte box, low base, etc. to ensure smooth transitions, movements, travelling shots, etc. in view of editing The use of camcorders won't be accepted. Devices and software like image stabilizers, professional video/VFX editors etc. can be used to enhance colour quality. Professional audio recorders, Lapels, and boom microphones may be needed for the sound bites and other incidental audio. Proper lights and reflectors should be used while shooting.

Time of completion:

Time is the essence of the tender. The time frame for the entire work shall be 45 (Forty-five) days from the date of issue of Letter of Intent.

Deliverables:

Synopsis and Final Script both in Hindi and English (in MS-Word file format as well as hard copy). The final edited videos, complete with voiceovers, music, and effect sounds, will be supplied on suitable SSD. The mixed and unmixed raw tracks, along with the full project, will be supplied on an SSD. All the raw video footage, music, special effects, voice over etc. will be the property of NCSM and the vendor will have to submit all such things related to the video to NCSM before submission of the invoice.

The Agencies/ Bidders must quote production charges including all charges for the following:

- a. Cost for shooting, all necessary equipment, music, recording in studio, voice over etc.
- b. Cost of Manpower: Creative Director, DOP, VFX artist, Script writer, artist, supporting manpower for shooting and editing, etc.
- c. Cost for permissions required for shooting, if any
- d. Post production charges
- e. Expenses towards travel, boarding and lodging for the entire production and technical crew at the locations.
- f. Any other charges

Technical Presentation:

The bidders will be required to give a presentation before the committee through physical/online mode. The date and time of the presentations will be conveyed to the agencies. The bidders will present the following:

- 1. Proposed plan, concept note and storyline for the project**
- 2. Professional and financial background of the firm**
- 3. Details of the Team**
- 4. Presenting Sample Video of 2-3 min duration on NCSM**
- 5. At least three best recent corporate/documentary videos of similar nature developed by the agency during the last five years.**
- 6. Work order and completion certificate of the minimum three videos to be considered.**

XXXXXXXX

PROPOSAL EVALUATION / SELECTION CRITERIA

A three-stage procedure under Quality Cum Cost Based (QCBS) Evaluation will be adopted in evaluating the proposals

- i. Eligibility Criteria Evaluation: Any short coming of the documents will lead to rejection of the bid and other envelope will not be opened.
- ii. Thematic/Technical Presentation Evaluation: The agencies qualifying on the basis of their credentials evaluation will only be called for Thematic /Technical Presentations which can be held at a very short notice of even three days.
- iii. Financial Evaluation: Only the bidders/firms securing the minimum qualifying marks based on Eligibility Criteria Evaluation and Technical/Presentation Evaluation as described in details below will be eligible for their Financial Bid Opening & Financial Evaluation.

A. Technical Evaluation

- i. The Evaluation Committee appointed by the council shall carry out its evaluation applying the evaluation criteria specified in the bid document. Evaluation of the application would be done as per the documents submitted. Bidders/agencies who are in the trade/service and are fulfilling the pre-qualification criteria as per the documents required would only be called for thematic presentation which can be held at a very short notice of even three days.
- ii. Further during the technical presentation, the evaluation would be carried out on Quality and Cost Based Selection (QCBS) basis where the Technical cum creative evaluation would be given up to 100 marks.
- iii. Each responsive proposal shall be attributed a technical score. On the basis of the technical assessment, **agencies securing minimum 70 marks out of 100 will** be shortlisted and the financial bids of **only** the shortlisted agencies will be opened. The date and time of opening of the financial bids will be intimated to the selected /shortlisted agencies through CPP portal.

B. Financial Evaluation

Quality and Cost Based Selection (QCBS)

Under the Quality and Cost Based Selection (QCBS) basis, the **weightage to Technical and Financial Bids would be 80% and 20% respectively.**

- i. **Technical Bid:** The total marks obtained out of 100 marks in technical bid shall be scaled down to a maximum of 80. The highest technical bid would be

the best technical bid and shall be awarded 80 marks. Other technical bidders would be awarded marks out of a maximum of 80 based on the following formula:

Marks (Max 80) on Technical Bid (A) = **0.8 x (Marks of Technical Bid under Evaluation out of 100) x 100 ÷ (Highest Marks obtained in Technical Bid out of 100)**

- ii. **Financial Bid:** The lowest financial bid would be the best financial bid and shall be awarded 20 marks. Other financial bidders would be awarded marks out of a maximum of 20 based on the following formula:

Marks (Max 20) on Financial Bid (B) = **0.20 X (Lowest Financial Bid) x 100 ÷ (Financial Bid under Evaluation).**

The bidder scoring maximum total marks {(A) + (B)} would be recommended for selection.

Notes:

Technical Bids will be evaluated on the basis of documents as detailed above & Presentations to be made by the eligible agencies before the Constituted Committee. The date and time of the presentations will be conveyed to the eligible agencies.

Technical cum Creative Evaluation Marks

The Technical Bids will be evaluated on the basis of the indicated parameters in the table below:

Evaluation of bids found eligible as per pre-qualification criteria would be undertaken by Technical Evaluation Committee Constituted by the competent authority as per parameters cited below.

Sl. No.	Parameter	Criteria	Max. Marks	Remarks
I.	Company Profile/Bidders Profile			
1.	Incorporation period One of the works of the company should be as given in the Scope of Work (i.e. in the field of documentary/ corporate video/film development and prior experience of developing similar videos having duration 3 to 15 minutes.	5 Years and 1-3 similar works – 7 Marks More than 5 years up to 10 years and 3-5 similar works - Bonus 2 Marks More than 10 years and more than 5 similar works - Bonus 3 Marks <5 Years and <3 similar works - 0 Marks	10	Supporting Document to be submitted as per Annexure -E (To be submitted along

Sl. No.	Parameter	Criteria	Max. Marks	Remarks
	(Max. marks- 10) Minimum score required for qualification = 7 marks.			with bid in SSD/Flash Drive) Earlier work samples (For which work order and work completion certificate is submitted)
2.	Financial Soundness (average annual turnover during any three of the last five years [years 2018-2019, 2019-2020, 2020-21, 2021-22, 2022-23]) (Max. Marks-10) Minimum score required for qualification = 7 marks.	Financial Soundness (average annual turnover during any three of the last five years (Years 2018-2019, 2019-2020, 2020-21, 2021-22, 2022-23) Turnover: <ul style="list-style-type: none"> • For annual average turnover > Rs 40 Lakh <= Rs 50 Lakh = 7 marks • For turnover >50 Lakh <= 60 Lakh = 8 marks • For turnover >60 Lakh = 10 marks • For annual average turnover < Rs 40 Lakh = 0 marks 	10	Supporting Document to be submitted as per Annexure - G
II.	Work Experience of Bidder/Company			
3.	Prior Experience of bidder in executing similar works in last five years. (In terms of value) (Max Marks- 10) Minimum score required for qualification = 6 marks.	Minimum 3 Similar completed work costing not less than 8.8 Lakh each (Excluding GST) 6 marks. or Minimum 2 Similar completed work costing not less than the amount 13.2 Lakh each (Excluding GST) 7 marks or Minimum 1 Similar completed work costing not less than the amount 17.6 Lakh each (Excluding GST) 10 marks * Not fulfilling the above criteria marks will be 0 marks	10	Supporting Document to be submitted
III.	Work Experience of Proposed Team			

Sl. No.	Parameter	Criteria	Max. Marks	Remarks
4.	Creative Director (Team Leader) Having experience in leading the team for execution of similar nature of work (Max Marks- 10)	Experience >= 3 project<6 project = 8 marks Experience >= 6 project = 10 marks Experience <3 project = 0 marks	10	CV to be submitted as per Annexure M
5.	Director of photography (DOP) (Max Marks- 8)	Experience >= 2 project<4 project = 6 marks Experience >= 4 project = 8 marks Experience <2 project = 0 marks	8	CV to be submitted as per Annexure M
6.	Scriptwriter (Total Max Marks- 6)	Experience >= 3 years<6 years = 4 marks Experience >= 6 years = 6 marks Experience <3 project = 0 marks	6	CV to be submitted as per Annexure M
7.	VFX Artist (Max Marks- 6)	Experience >= 2 Project < 4project = 4 marks Experience >= 4 Project = 6 marks Experience <2 project = 0 marks	6	CV to be submitted as per Annexure M
IV.	Proposed Plan for the Video			
8.	<i>Technical presentation before the Technical Evaluation Committee</i> (Max Marks- 40) Minimum score required in technical presentation for qualification = 28 marks or more.	Working plan and audio/video presentation with executed samples for the following exhibits: 1. Overall content quality and storytelling capability. (submit concept note and storyline) Max - 10 marks 2. Work plan Max - 5 marks 3. Proposed equipment (Submit list with specifications) Max - 5 marks 4. Sample video on NCSM (min 2-3 min) Max - 20 marks	10 5 5 20	Supporting documents/video as mentioned to be submitted
All marks will be given by the experts engaged by the council and their decision will be final and binding.				

C H E C K L I S T

Check list of Tender No.: I-18012/2/23(145) for Development of Corporate/ Promotional Video on National Council of Science Museums: -

1. DOCUMENTS TO BE SUBMITTED:

S.N.	Item	Submitted (Mention Yes or No)
01.	Documents to be submitted with Technical Bid	
	Duly Filled Application form for Technical Bid (Annexure E)	
	Document for Type of the entity (Proprietorship/Partnership/Company etc.)	
	Copy of Annual Turnover (Annexure G)	
	Copy of GST Registration Number	
	Copy of PAN Number	
	EMD of Rs. 64,900.00 (Rupees Sixty four thousand nine hundred only)	
	The bidder will have to submit CV of Creative Director, Scriptwriter, Director of photography (DOP), VFX Artist as per Annexure -M	
	Sample Video of 2-3 min duration on NCSM (To be submitted in Pen Drive) Note: Pen drive should be reached to Section Officer Stores & Purchase within the last date of submission of Tender. The contents of the video should be pass word protected duly compressed in zip folder and password for the same is to be shared in Tech. Bid.	
	At least three best recent corporate/documentary videos of similar nature developed by the agency during the last five years.	
02.	Documents to be submitted with Financial Bid	
	Duly Filled Financial Bid Submission Form	
	Rate quote sheet for other languages except Hindi and English	

Signature of the tenderer / Constituted Attorney
(With date and Official Seal)

Annexure – B

GENERAL TERMS AND CONDITIONS FOR SUBMISSION OF TENDER

For Development of Corporate/ Promotional Video on National Council of Science Museums the tenderers are required to submit the tender in two covers i.e. Cover-I and Cover – II as per the details given in the point 11 of General Information and Instructions.

1. **PRICE:** The consolidated rate of this Video will mainly be based on the prevailing rates of DAVP. The prevailing rate of DAVP on the last day of submission of Tender for that work shall be considered. A lump sum amount based on that may be mentioned in the Financial Bid of the tender document. (Order will be placed with the successful bidder for rate quoted in item Sl. No. 01 of BoQ excel sheet only. It is required to quote the rate for dubbing also i.e. Sl. No. 02 of BoQ excel sheet. However, Separate order will be placed for rate quoted in sl. No. 02 of BoQ i.e. dubbing in other than English & Hindi as per the Council's requirement.)
2. The bidders shall consider the prevailing tax rates while quoting the rates. However, in the event of any changes in the statutory taxes and duties, the rates applicable at the time of payment shall be made by the competent authority of the NCSM, Kolkata against submission of supporting documentary evidence.
3. The successful tenderer shall submit the following documents within 07 (seven) days from the date of placement of Letter of Intent.
 - a. Duplicate copy of Letter of Intent duly signed and stamped as a token of acceptance of the work order.
 - b. Security Deposit: 5% of the total estimated cost of the successful Bidder. The security deposit will be returned after successful completion and handing over the tendered job to the council.
4. **TIME OF COMPLETION:** Time is the essence of the tender. The entire work of final Development of Corporate/ Promotional Video on National Council of Science Museums shall be completed in time bound manner. The entire work shall be completed within 45 (Forty-Five) days from the date of placement of Letter of Intent.
5. For non-compliance of any of the above terms and non-delivery of the tendered item complete in all respects within the above stipulated period, the NCSM shall either cancel the order or impose penalty as detailed in Clause 6 below. NCSM reserves the right to cancel the order and no payment will be made under such condition. Decision of the NCSM in this regard shall be final and binding on the successful tenderers.

6. **PENALTY CLAUSE:** The successful Tenderer shall strictly observe the time allowed for carrying out the job as detailed in Clause No. 4. The job shall, throughout the stipulated period of the order be proceeded with all the diligence (time being deemed to be the essence of the order) and the successful Tenderer shall pay to the NCSM, an amount equal to 1% of the amount of the order value for every week that the delivery may remain incomplete as per delivery schedule as stipulated in Clause no. 4, subject to a maximum compensation of 10% of the order value and after that period appropriate action will be taken by the NCSM, as it will deem fit.
7. The NCSM may extend the time of delivery of the tendered job at its discretion on the application of the successful tenderer for such purpose provided that it considers the reasons for such extension as good, sufficient, acceptable and unavoidable.
8. **SCOPE OF WORK:** As per Annexure – D
9. **PAYMENT TERMS:**
 - i) No advance payment shall be made by the NCSM under any circumstances. Payment shall be released after satisfactory completion of the entire job and within 60 (sixty) days from the date of receipt of Tax Invoice duly supported by receipted challan and satisfactory inspection/work completion certificate issued by the competent authority of the NCSM.
 - ii) Payment shall be released through NEFT/RTGS for which details of bank account shall be mentioned in their bill.
10. **COPYRIGHT:** The developed videos will be the sole property of National Council of Science Museums. The successful Tenderer under no circumstances will sell, lease, use, lend or donate the videos, wholly or partly, to any other client.
11. In case, the successful Tenderer refuses to accept the offer after finalization or does not comply with the Clause No. 4 as per the finalized and accepted terms and conditions, the order shall be cancelled forthwith without any further reference and the EMD will be forfeited.
12. **Security Deposit:** Successful tenderer shall pay to the council, within 07 days from the date of receipt of Contract, an amount being 05% of the order value as Security Deposit for due performance and observance of various terms and conditions of the contract. The said Security Deposit is liable to be forfeited in case of any breach of terms of the contract. No interest shall be paid on the referred Security Deposit amount retained by the Council. The security deposit shall be returned after satisfactory completion and handing over the tendered job to the council.
13. Every effort should be made to complete the work by the successful Tenderer within the specified time schedule. In case the successful tenderer fails to comply with Clause No.4 i.e., the specified time schedule as per the finalized and accepted terms and conditions the NCSM shall have the rights to either impose Penalty Clause or cancel the order. The decision of the NCSM in this regard shall be final and binding on the successful Tenderer.
14. Bad quality of work will not be accepted and if carried out is liable to be rejected and should be rectified by the successful Tenderer at his cost as per specifications and

directions given by the authorized representatives of the NCSM. The decision of the NCSM will be final and binding on the successful Tenderers.

15. Any ambiguity in the specification / scope of work is detected; it shall be promptly brought to the notice of the NCSM for clarifications. The successful tenderer without written approval/permission of the NCSM shall make no deviation from the approved specifications.
16. The successful Tenderer shall submit necessary trade and other licenses as may be required to carry on the tendered job and shall also be responsible for compliance at his/her own cost of all rules and regulations, enforced from time to time by the appropriate authorities.
17. The successful Tenderer shall not under any circumstances whatsoever transfer wholly or partly the contract/agreement/Purchase Order to any other person(s)/firm/company or assign the agreement or benefits of this agreement to any other party for any reason whatsoever. Otherwise, the order/ agreement will automatically stand cancelled.
18. The authorities of the NCSM, reserve the right to amend, alter or modify the terms and conditions mentioned above, if necessary, from time to time and also cancel the tender without assigning any reason.
19. Income Tax and Work Contract Tax or any other tax as applicable shall be deducted at source, if applicable, from each bill/claim of firm as per prevailing Government rules.
20. Incomplete offers, i.e. offers received without prescribed “**Offer Form**” (BOQ), “**General Terms of Conditions**”, “**Technical Specifications**” duly signed on all pages with official seal may be rejected straightway without reference to the tenderer.
21. Party must have valid TIN/PAN/GST Registration number and attach a documentary proof with the Tender.
22. The agency shall take care of all statutory obligations as are required under the Contract Labour Regulation Act, etc.
23. The offer shall be valid for a minimum period of 3 months from the date of opening of the tender.
24. The agencies participating in the tender and bidding, may obtain on specific request, details about the outcome of the tender and other related details, if any.
25. **Arbitration** : All disputes and differences between the successful tenderer and the NCSM of any kind, except quality of workmanship and materials, whatever arising out of or in connection with the order on carrying out of the work (whether during the progress of the work or after their completion and whether before or after the determination, abandonment or breach of the terms and conditions of the order) shall be referred to the sole arbitration of a person nominated by the Director General, National Council of Science Museums, whose decision in this regard will be final and binding on both the parties – the successful Tenderer and the NCSM. The provisions of the Arbitration and Conciliation Act 1996 or any statutory modification or re-enactment thereof and of the rules made there under for the time being in force shall apply to arbitration’s proceedings under this Clause.

26. **Force Majeure:** In the event of either party being rendered unable by Force Majeure to perform any obligation required to be performed by them under the contract, the relative obligation of the party affected by such Force Majeure shall be suspended for the period during which such cause lasts. The term "Force Majeure" as employed herein shall mean acts of God, War, Civil Riots, Fire directly affecting the execution of the work, Flood and Acts and Regulations of the government. Upon the occurrence of such cause and upon its termination, the party alleging that it has been rendered unable as aforesaid thereby, shall notify the other party in writing, the beginning of the cause amounting to Force Majeure as also the ending of the said cause by giving notice to the other party within 72 (seventy-two) hours of the alleged beginning and ending of the cause respectively. If performance under the LoI is suspended by Force Majeure conditions lasting for more than 2 (two) months, either party shall have the option of cancelling the LoI, in whole or in part, at its discretion without any liability on its part.

Time for performance of the relative obligation suspended by Force Majeure shall stand extended by period for which such cause lasts.

27. **Other Terms & Conditions:**

- The production should be of high quality industry standards. Competent and approved talent/voices should be used.
- Appropriate use of modern editing techniques including rendering of text/visuals, multi-layering, composting, chromo key, special effects etc. should be made to make the video visually very rich. The video should meet the international telecast standards of all public and private channels.
- NCSM reserves the right to accept or reject any or all tender(s) without assigning any reason thereof.
- NCSM 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.

National Council of Science Museums
(Ministry of Culture, Govt. of India)
33, Block – GN, Sector – V, Bidhan Nagar - 700091

TENDER No. I-18012/2/23(145)

DECLARATION-I

This is to certify that I/We have no close relative as an employee of the National Council of Science Museums (close relatives means: Father, Mother, Brother, Sister, Son, Daughter and Spouse) nor any such close relatives are associated with us as proprietor/partner/share holder/ director and like.

Signature of the tenderer
(With date and Official Seal)

Address:

DECLARATION-II

We, do hereby accept the General Terms and Conditions as provided by the NCSM, Kolkata along with tender documents for Development of Corporate/ Promotional Video on National Council of Science Museums and also undertake to execute the job strictly as per the specifications, Scope of Work, NIT etc. of NCSM, Kolkata as provided along with the tender documents. NCSM, Kolkata shall be at liberty to cancel the order in full or in part and forfeit the Security Deposit and/or Earnest Money Deposit retained with them in the event of failure of any of the declaration made by us.

Signature of the tenderer / Constituted Attorney
(With date and Official Seal)

Annexure - E

National Council of Science Museums
(Ministry of Culture, Govt. of India)
33, Block - GN, Sector - V, Bidhan Nagar - 700091

TENDER No. I-18012/2/23(145)

TECHNICAL (Techno-Commercial) BID

FORM - 1

Technical Bid/ Details of Bidder

Sl. No	Description	Detail
1.	Name of the Bidder	
2.	Mailing address of the Bidder with PIN/ZIP Code	
3.	Full Particulars of Office	
	a) Address	
	b) Telephone No. /Mobile No.	
	d) E-Mail Address	
	e) Website	
4.	Full Particulars of the Bankers of Company/Firm	
	a) Name & Address of the Bank	
	b) Bank A/C No.	
5.	Registration Details (attach self-attested copies)	
6.	PAN No. (attach self-attested copies)	
7.	GST No.	
8.	Valid NSIC/MSME Certificate	
9.	Password for Pen Drive	

SIGNATURE OF THE BIDDER WITH STAMP

Format for Annual Turnover and Profit

S. No	Financial Year	Turnover in Indian Rupees (INR)
1	2018-2019	
2	2019-2020	
3	2020-21	
4	2021-22	
5	2022-23	

(Signature of Authorized Signatory)

This is to certify that the above information has been examined by us on the basis of relevant documents; books of accounts & other relevant information and the information submitted above is as per record and as per details annexed.

Signature, Address, Seal & Membership No of Chartered Accountant

Self-Declaration (On company Letterhead)

Date: XX/XX/XXXX

To

The Director General

National Council of Science Museums,

33, Block GN, Sec V, Saltlake,

Bidhannagar, Kolkata 700 091

Sub: Mandatory Undertaking

Dear Sir,

I/We hereby declare that as of date, _____ (Name of the firm/company) is:

- a. Not insolvent, in receivership, bankrupt or being wound up, not have its affairs administered by a court or a judicial officer, not have its business activities suspended and must not be the subject of legal proceedings for any of the foregoing reasons;
- b. Not have, and their Directors and officers not have, been convicted of any criminal offence related to their professional conduct or the making of false statements or misrepresentations as to their qualifications to enter into a procurement contract within a period of three years preceding the commencement of the procurement process, or not have been otherwise disqualified pursuant to debarment proceedings;
- c. Not have a conflict of interest in the procurement in question as specified in the bidding document;
- d. Comply with the code of integrity as specified in the bidding document;
- e. Not be barred/blacklisted/put on Holiday or Contract discontinued / terminated / scope curtailed / restricted due to non-performance / unsatisfactory performance of assigned projects by any State Government (SG) or Union Territory (UT) or Government of India (GoI), or any of the agencies of SG/UT/GoI or any of the Universities of SG/UT/GoI as on bid due date or pending investigations;
- f. Have neither failed to perform on any agreement, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Applicant, nor been expelled from any project or agreement or have had any agreement terminated for breach.

Sincerely Yours,

(Signature of Authorized Signatory)

Name:

Title:

ANNEXURE – M(i)

FORMAT OF CURRICULUM VITAE (CV) FOR CREATIVE DIRECTOR

1. Name of the Person :
2. Date of Birth :
3. Nationality :
4. Professional Qualification

Sl. No.	Qualification	Year	Institution	Subjects
1.				
2.				
3.				
4.				
	More			

5. Relevant Experience of handling similar projects :

Sl. No.	Role	Name of the Project	Description of Work	Period	
				From	To
	More				

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes my professional qualifications, my experience, and myself. I understand that any willful mis-statement described herein may lead to my or firm disqualification/ dismissal, if engaged.

Date:

[Signature]

Place:

FORMAT OF CURRICULUM VITAE (CV) FOR SCRIPTWRITER

1. Name of the Person :
2. Date of Birth :
3. Nationality :
4. Professional Qualification

Sl. No.	Qualification	Year	Institution	Subjects
1.				
2.				
3.				
4.				
	More			

5. Relevant Experience of handling similar projects :

Sl. No.	Role	Name of the Project	Description of Work	Period	
				From	To
	More				

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes my professional qualifications, my experience, and myself. I understand that any willful mis- statement described herein may lead to my or firm disqualification/ dismissal, if engaged.

Date:

[Signature]

Place:

ANNEXURE – M(iii)

FORMAT OF CURRICULUM VITAE (CV) FOR DIRECTOR OF PHOTOGRAPHY (DOP)

1. Name of the Person :
2. Date of Birth :
3. Nationality :
4. Professional Qualification

Sl. No.	Qualification	Year	Institution	Subjects
1.				
2.				
3.				
4.				
	More			

5. Relevant Experience of handling similar projects :

Sl. No.	Role	Name of the Project	Description of Work	Period	
				From	To
	More				

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes my professional qualifications, my experience, and myself. I understand that any willful mis- statement described herein may lead to my or firm disqualification/ dismissal, if engaged.

Date:

[Signature]

Place:

FORMAT OF CURRICULUM VITAE (CV) FOR VFX ARTIST

1. Name of the Person :
2. Date of Birth :
3. Nationality :
4. Professional Qualification

Sl. No.	Qualification	Year	Institution	Subjects
1.				
2.				
3.				
4.				
	More			

5. Relevant Experience of handling similar projects :

Sl. No.	Role	Name of the Project	Description of Work	Period	
				From	To
	More				

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes my professional qualifications, my experience, and myself. I understand that any willful mis- statement described herein may lead to my or firm disqualification/ dismissal, if engaged.

Date:

[Signature]

Place:

FORMAT FOR THE CONSENT LETTER FROM TEAM MEMBERS

I _____, voluntarily agree to participate in the project if _____ is awarded the work of “**Development of Corporate /Promotional Video on National Council of Science Museums**”.

I understand that if I agree to participate now, I cannot withdraw from the project or refuse to work without any consequences of any kind, except under exceptional circumstances.

I understand that I can withdraw from the project, under the justifiable exceptional circumstances, with minimum of two weeks’ notice, only with the approval of the authority of National Council of Science Museums.

I understand that my participation involves [outline briefly in simple terms what will be your specific work for this project]

I understand that no financial or other benefit, directly or indirectly, will be given to me by National Council of Science Museums for participating in this project.

I understand that in any report on the results of this project my identity will remain anonymous and no credit for this project will be directly attributed to me.

I understand that I will have no claim on the content that I will provide for this project as an expert.

I understand that I am free to contact any of the people involved in the project to seek further clarification and information.

Signature & Seal (if any) of the Expert
(Name and Designation of Expert)

Signature & Seal of the Bidder

Annexure - H

Bills of Quantities (BoQ)

Tendering Authority: National Council of Science Museums

Name of the Work: Development of Corporate/ Promotional Video on National Council of Science Museums

Name of the Bidder/bidding firm:

Sl. No.	Item	Amount	Tax (As Applicable)	Total Amount
1.	Consolidated Rate for Development of videos (Ready in all respect).			
2.	Rate for Dubbing in Languages other than English and Hindi (Separate order will be placed for dubbing in other than English & Hindi as per the requirement.)			

(To be quoted in separate excel sheet only.)