

CENTRAL UNIVERSITY OF PUNJAB

Established vide Act No. 25 (2009) of Parliament

Tender No.: P-19 (2021-22)



**e-Tender Notice for Procurement of Services for production of Science
Video Serial on “Mysteries in Science”**

(Two Bid System)

Release Date : 27.10.2021

Last Date : 17.11.2021; 5:00PM

V.P.O. Ghudda, District-Bathinda- 151401
E-mail: procurement@cup.edu.in

**Central University of Punjab (CUPB) invites
e-Tender Notice for Procurement of Services for production of Science Video
Serial on “Mysteries in Science”**

Tender Notice Number	:	P-19 (2021-22)
Release Date of the Tender	:	27.10.2021
Pre - Bid Enquiry	:	Upto 05.11.2021
Last date for the submission of Tender	:	17.11.2021; 5:00PM
Opening date of Tender	:	18.11.2021; 5:00PM (In case tender opening day declared holiday for any reason the tender will be opened on next working day at same time.)
Name and Address of the University	:	Registrar, Central University of Punjab, V.P.O. Ghudda, District, Bathinda – 151401, Punjab, India.
E-Mail Address	:	procurement@cup.edu.in , felix.bast@cup.edu.in

S. No.	Name of Services	Tender Fee (Non-refundable)	Earnest Money Deposit (EMD)
1	e-Tender Notice for Procurement of Services for production of Science Video Serial on “Mysteries in Science” (Scope of work as per S. No. 2.0)	NIL	EMD/Bid security declaration to be submitted as per <u>Annexure- ‘G’</u>

Note:

Duly signed/stamped Bid Security declaration as per format mentioned in Annexure- ‘G’ is required to be submitted by bidder firms in lieu of Bid Security/EMD. Offer without declaration shall not be accepted.

Central University of Punjab, Bathinda

1.0 INTRODUCTION:

The Central University of Punjab, Bathinda (CUPB) has been established in 2009 along with other new Central Universities by an Act of Parliament (No 25, of 2009). The University is accredited with 'A' grade from NAAC. The Central University of Punjab is the youngest university that has secured its position in the top 100 institutions (95th Rank) in the University category & 1st amongst New Central Universities in the MHRD's NIRF Ranking 2019. Central university of Punjab intends to disseminate information on the capabilities and achievements of the Indian Science and Technology sector continuously through high quality, educative, easily understandable, informative, science video programs in interesting formats. Central university of Punjab, Bathinda invites proposals from reputed production firms/agencies for undertaking the production of *Science Video Serial on "Mysteries in Science"*

2.0 SCOPE OF WORK:

2.1 Production of programmes of 15 minutes duration (originally production in Hindi with English subtitle version) will be based on "Science Mystery". This concept should be the core of each episode. "Mystery in Science" should be the message of each episode. Tentative topics of the proposed 10 episodes serial will be as follows:

- | | | | |
|-------|--------------------|---|------------------------------|
| i. | Mystery in science | - | Earth |
| ii. | Mystery in science | - | Animal world |
| iii. | Mystery in science | - | Plant world |
| iv. | Mystery in science | - | Microbial world |
| v. | Mystery in science | - | Material sciences |
| vi. | Mystery in science | - | Medicine and human behaviour |
| vii. | Mystery in science | - | Astronomy |
| viii. | Mystery in science | - | Chemistry. |
| ix. | Mystery in science | - | Physics |
| x. | Mystery in science | - | Archaeology & Architecture |

2.2 The proposed serial will be developed using innovative format and will be different from the conventional documentary films.

2.3 The selected company will identify the final theme/topic, do the research work involving group of experts, prepare a script of each episode and take approval from Central University of Punjab before going for the shooting. The stories should be anywhere from India. Central university Punjab will review the rough cut of each episode be for its finalization.

2.4 The production should be of high quality meeting the industry standards. Competent and approved talent/voices should be used. Appropriate use of modern editing

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

- 2.5 Total episode in serial:10 Episodes
- 2.6 Duration: Each episode is of about 15 minutes duration.
- 2.7 Shoot format: Shooting in HD and mastering in various formats as specified in deliverables.
- 2.8 Language: Master Production in Hindi

3.0 DELIVERABLES:

Submission of the masters will be in HD format in hard disk including deliverables mentioned below for in Hindi languages and English subtitle version:

- 3.1 Telecast master (format as per telecaster requirement)- One copy
- 3.2 Telecast Master of Re-packaged version for India Science (softcopy)- One copy
- 3.3 Soft copy in HD format of all episode (telecast master, unmix (MOV format) and clean (without slugs and name Aston) and MP4 format for each episode.
- 3.4 Synopsis, scripts and promos (MOVandMP4).
- 3.5 Publicity material (Poster, Banner, Thumbnails etc.).
- 3.6 Above deliverables will be submitted in hard disk.

4.0 OTHER TERMS AND CONDITIONS:

- 4.1 The main topic of every programme/episode should confirm to the programme briefs provided by CUP from time to time. The production should be of high quality and meeting the industry standards. Competent and approved talent/ voices should be used.
- 4.2 Appropriate use of modern editing techniques including the rendering of text/ visuals, multi-layering, compositing, chromo key, special effects etc. should be made to make the film visually very rich. The video film should meet the international telecast standards of all public and private channels.
- 4.3 Shooting in high quality HD format is necessary which will be cross checked by Central University Punjab after production. Poor quality HD submission will be charged with the penalty as per Central university of Punjab norms.
- 4.4 The selected proposer/shall in dignify Central university Punjab and telecaster against any litigation or dispute that may arise out of the content of the said bulletins.
- 4.5 Pre-Bid Queries will be accepted up to _____ **2021; 15:00 hrs.** Prospective bidders can send in their queries in advance to [<felix.bast@cup.edu.in>](mailto:felix.bast@cup.edu.in) [<procurement@cup.edu.in>](mailto:procurement@cup.edu.in) No queries shall be entertained after the deadline.

5.0 ELIGIBILITY:

Tenderers/ bidders fulfilling the following criteria will be eligible to apply.

- (i) Agencies should be Empanelled with National Film Development Corporation(NFDC)

- (ii) Agencies should be empanelled with VIGYAN PRASAR(VP)
- (iii) Agencies should have executed similar video works for universities/Research Institutions/Higher Education Institutions.
- (iv) The bidder should have a minimum of **five** years experience in the production of serials/films and produced a minimum of two science programmes (minimum 15 minutes duration and more for each research oriented programme using /documentary/ feature/ fiction etc.) in preceding five years. The above video programmes should have been produced for any government /PSU/Private media agencies or leading National/Inter National Channel in the last five years.
- (v) Bidder should have an average financial turnover of Rs.50.00 Lakh in preceding **3** (three) years.
- (vi) Bidder should have all the facility of the production and team of people who have a excellent skill set.
- (vii) Bidder should have/engaged in professional science content experts, script writer etc. The consent forms the proposed science experts to be submitted in the format form **Annexure: 'J'**. The science content experts should be an eminent person and have knowledge of various kinds of research work on above said topic.

6.0 BIDDING PROCESS:

- 6.1 Prepare the tender document in order of the checklist attached at **Annexure-(i)**. The checklist should be on top of the technical bid. All other annexures must follow in the same order within each envelop as specified in checklist. If the tender is not as per format, the same may be rejected without any further communication.
- 6.2 Bids shall be submitted online only at <https://eprocure.gov.in/eprocure/app> University may request hard copy of supporting documents, if needed. University reserves the right to reject the bid if requested documents are not submitted.

6.3. Online tender submission:

- a) Online bid should be submitted at CPPP website: <https://eprocure.gov.in/eprocure/app>
- b) **The bidding process is online i.e. Technical Bid and Financial bid (2 bid system) must be submitted online.** Bidders should be in possession of valid Digital Signature Certificate (DSC) of class III for online submission of bids. Prior to bidding DSC need to be registered on the website mentioned above.
- c) The tenders qualifying in technical evaluation will only be considered for financial evaluation. The price bid of others (who are not successful in technical evaluation) will not be considered. Financial bids of only technically acceptable offers shall be opened for further evaluation and ranking for the purpose of award of contract.

7.0 GENERAL TERMS AND CONDITIONS

1. Technical compliance sheet for each item should be strictly as per tender format and signed & stamped on each page and not just cut /copy paste and should provide brochure mentioning item(s) with detailed information.
2. The tenders received without declaration in lieu of EMD or tender not submitted as per guidelines will be out-rightly rejected.
3. The tenders qualifying in technical evaluation will only be considered for financial evaluations. The price bid of others (who are not successful in technical evaluation) will not be considered. Financial bids of only technically acceptable offers shall be opened for further evaluation and ranking for the purpose of awarding the contract.
4. Bidders are advised to visit this website regularly to keep themselves updated, for any changes/ modifications in the Tender Enquiry Document.
5. Right to reject: The CUPB reserves right to accept/reject any or all the Tenders at any time without assigning any reason.
6. Delivery Schedule: Services/results/reports to be provided within **05** weeks from the date of recording.
7. Civil Suit Jurisdiction: All legal proceedings in connection with this Supply/Purchase order/Contract shall be subject to the territorial jurisdiction of the local Civil Courts, as per Indian Laws, at Bathinda only.
8. Cancellation: The University reserves the right to cancel the Supply/purchase order as a whole or in part at any time or in the event of default on the part of the Supplier prior to the receipt of information regarding taking in hand of the manufacture of material against the Supply/Purchase order/dispatch of material to the consignee.

Place:

Signature of Authorized Signatory

Date:

Designation

Seal

8.0 FINANCIAL TERMS AND CONDITIONS

- 8.1 **Prices:** Quoted prices of services should be firm FOR Central University of Punjab (CUPB), V.P.O. Ghudda, District Bathinda, inclusive of all charges/taxes.
- 8.2 **Acceptance of Terms & Conditions:** Bidders must confirm the acceptance of all the terms and conditions of this tender. Non-acceptance or deviations from the terms and conditions must be clearly mentioned. However, tenderers must note carefully that any conditional offer or any deviation from the terms and conditions of this tender enquiry may render the bids liable for rejection.
- 8.3 **Payment:** The payment for each episode will be made through RTGS/cheque after successful submission and acceptance on pro-rata basis.
- 8.4 **Penalty for non/late delivery of material:** If the Supplier fails to deliver the services/material/equipment/results/reports within the specified delivery period of the Purchase order, the same is liable to be rejected and if accepted the supplier shall be liable to pay penalty @0.5 per cent (half of one percent) per week (or part thereof) of the cost of undelivered supply not exceeding maximum limit of 10 per cent of the cost of complete unit of undelivered material/equipment so delayed.
- 8.5 **Security Deposit/PBG:**
Firm/bidder/Supplier is required to submit security deposit @3% of the order value in the shape FDR/PBG favouring Central University of Punjab and valid for contract period + 60days within 15 days from the date of acceptance of Purchase/work Order. On faithful execution of the purchase/work order/contract on all respects. the security deposit of the contractors/supplier shall be released. In the event of default on your part in faithful execution of Supply/Work order/contract, the security deposit shall be forfeited by an order of the Registrar of the University. The forfeiture of security deposit shall be without prejudice to any other right arising or accruing to the university under relevant provisions of the Supply/Work Order/contract, like recovery of penalty/damages for delay as per delivery provisions, under Negligence & default clause, including suspension of business dealings with the bidder which could extend for a specific period.
- 8.6 **Extension in delivery period:** Any genuine delay in approval of technical details, drawings, samples, issuance of amendments of the purchase order, conducting inspection and approval of inspection, Test Report/Test Certificate for allowing dispatches etc., will count towards extension of the delivery by the corresponding period other than admissible under Force Majeure conditions, if any substantiated by the supplier and duly accepted by the purchaser.
- 8.7 **Arbitration:**
- a. If, at any time, any question dispute or difference of whatsoever nature arise between the purchaser/University and the bidder/contractor/supplier, upon or in relation to or in connection with purchase order/contract, either party may forthwith give to the other notice in writing of the existence of such question dispute or difference and the same shall be referred to sole arbitration of a

- nominee of the purchaser/University, who shall give a reasoned/speaking awards. The award of the sole arbitrator shall be final and binding on the parties under the provisions of the Indian Arbitration Act-1996(Amended up to date) and of the rules, there under. Any statutory amendment, modification or re-enactment thereof for the time being in force, shall be deemed to apply and be incorporated in the contract/purchase order. The sole Arbitrator shall be any officer of the University whose name is approved by the Vice Chancellor. It will not be objectionable if the Sole arbitrator is an officer of the university and he has expressed his views on all or any of the matter in question of dispute or difference.
- b. Upon every or any such reference, the cost of and incidental to the reference and award respectively shall be in the discretion of the sole arbitrator so appointed who may determine the amount there of or direct the same to be fixed as between the solicitor and client or as between party and shall direct by whom & to whom and in what manner the same is to be borne and paid.
 - c. The work under the contract shall, if reasonable possible continue/during the arbitration n proceedings and no payment due or payable by the purchaser/university shall be withheld on account of such proceedings.

8.8 Validity: Tenders should be valid for 6 months from the last/due date of tender submission.

Place:

Signature of Authorized Person

Date:

Designation

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Annexure - (i)

CHECK LIST

Documents for Technical Bid

Envelope 1

Sr. No.	Checklist on top of the technical bid	Yes/No
1.	Application Form	Annexure A
2.	Compliance Sheet	Annexure B
3.	Certificate for Non-Blacklisting	Annexure C
4.	Work Experience Certificate	Annexure D
5.	Proposer's Experience	Annexure E
6.	Declaration by Supplier	Annexure F
7.	Declaration by Supplier (in lieu of Bid Security/EMD)	Annexure G
8.	Brief Proposal for 10 episodes and a detailed Script on episode on "Mysteries in Science"	Annexure H
9.	Key Personals for the Projects Applied for	Annexure I
10.	Consent letter from the Director(s)/Exe Director(s)/scriptwriter/Science Content experts (if more than one, please attach separate sheets in the same format)	Annexure J
11.	Turnover/Financial details as per audited accounts	Annexure K
12.	Tender specific valid Authorization Certificate issued by the Principal firm/OEM.	
13.	Copy of PAN & GSTIN	
14.	Copy of income tax return for last 2 years	
15.	Resumes of key professional Staff	
16.	Documents on proposed programme Plan	
17.	Treatment of 13 episodes and one script on episode SCIENCE MYSTERY	
18.	Sample working Pen drive (through post/courier)	Annexure L
19.	Tenders must accompany a copy of the " Financial Terms and Conditions " section of this document, signed and stamped on each page indicating that they agree to these and mention that in future they will not-take any action against these terms and conditions.	

Documents for Financial Bid

1	<p>Format of BOQ (Bill of Quantity) available on CPPP. This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only. Quoted prices of services should be firm, FOR Central University of Punjab (CUPB), V.P.O. Ghudda, District Bathinda.)</p> <p>Prices: Quoted prices of equipment (either imported or indigenous, as the case may be) should be firm, inclusive of insurance, loading/unloading charges and FOR Central University of Punjab (CUPB), V.P.O. Ghudda, District Bathinda.</p>	Only online on CPPP.
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Place:

Signature of Authorized Person

Date:

Designation
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APPLICATION FORM

To be Filled Completely and Signed (**should be on letterhead of bidder firm**)

1. Contact details of the head office of proposing firm:
 - a. Name-
 - b. Address-
 - c. Tel. No.-
 - d. Fax -
 - e. Email -
 - f. Web site (If any)

2. Name and full address of local office of proposing firm nearest to Bathinda:
 - a. Name-
 - b. Address-
 - c. Tel. No.-
 - d. Fax -
 - e. Email -
 - f. Web site (If any)

3. Name and full address of Service provider/manufacturer:
 - a. Name-
 - b. Address-
 - c. Tel. No.-
 - d. Fax -
 - e. Email -
 - f. Web site (If any)

4. Name of advising bank and account number:

5. PAN & GSTIN (Copy enclosed):

6. Any other relevant information:

Annexure-‘B’**COMPLIANCE SHEET**

(“Mystery in Science" should be the message of each episode. Tentative topics of the proposed 10 episodes serial). Please provide supporting documents.

S. No.	Specifications as per tender (Tentative topics point wise mentioned in the Scope Work)	Yes/No	Remarks (Deviations)
1	Earth		
2	Animal world		
3	Plant world		
4	Microbial world		
5	Material sciences		
6	Medicine and human behaviour		
7	Astronomy		
8	Chemistry		
9	Physics		
10	Archaeology & Architecture		

Signature and seal of the Proposer/Bidder firm

Date: _____

Place: _____

Note: Where there is no deviation, the statement should be returned duly signed with an endorsement indicating “No Deviations”

(Furnishing of wrong statement may lead to debar from the future purchases of CENTRAL UNIVERSITY OF PUNJAB, V.P.O Ghudda, District Bathinda.)

Annexure-‘C’

CERTIFICATE FOR NON-BLACKLISTING

Certificate I(authorized signatory for the proposer) solemnly firm that

Our firm name..... has a good reputation and there is no complaint against it and Have not been blacklisted from any Govt. organization.

The above stated facts are correct, and nothing has been withheld. If any information submitted above, is found to be false or fabricated, I may be liable to be suspended and /or debarred from participation in Central University of Punjab tenders for the period as deemed appropriate by Central university of Punjab.

Signature:

Full Name:

Date:

Annexure - 'D'**WORK EXPERIENCE CERTIFICATE**

Name of the firm: _____ Period: From
 _____ to _____

Contract Order No. & Date	Name & full address of Client	Service provided	Year of contract	Value of order in Rupees	Remarks indicating reasons for delay, if any

Date: _____

Place: _____

Signature of the bidder: _____

NOTE: Please provide copies of valid Work Order or Certificate of Completion (for completed projects) from authorized client officials.

PROPOSER’S EXPERIENCE**1. Brief Description of the Proposer’s Activities related to video production in the last five years (2015-2020)**

S. No.	Name of Production	Year of production (2015-2020)	Format	Duration	Language	Organization for whom produced	Copy of the work order/ documentary Proof placed at

2. Experience in the production of science filmmaking, if any (Attach Separately) in the last five years (2015-2020)

S. No.	Name of Production	Year of Production (2015-2020)	Format	Duration	Language	Organization for whom produced	Copy of the work order/ documentary proof placed at

SIGNATURE OF THE PROPOSER

Annexure - 'F'

DECLARATION BY SUPPLIER

“It is certified that I/we have carefully read and understood the entire general, special as well as specific terms and conditions of these documents and agree to abide by all of these. All the information and commitments provided with the bids are truthful and binding on the firm.”

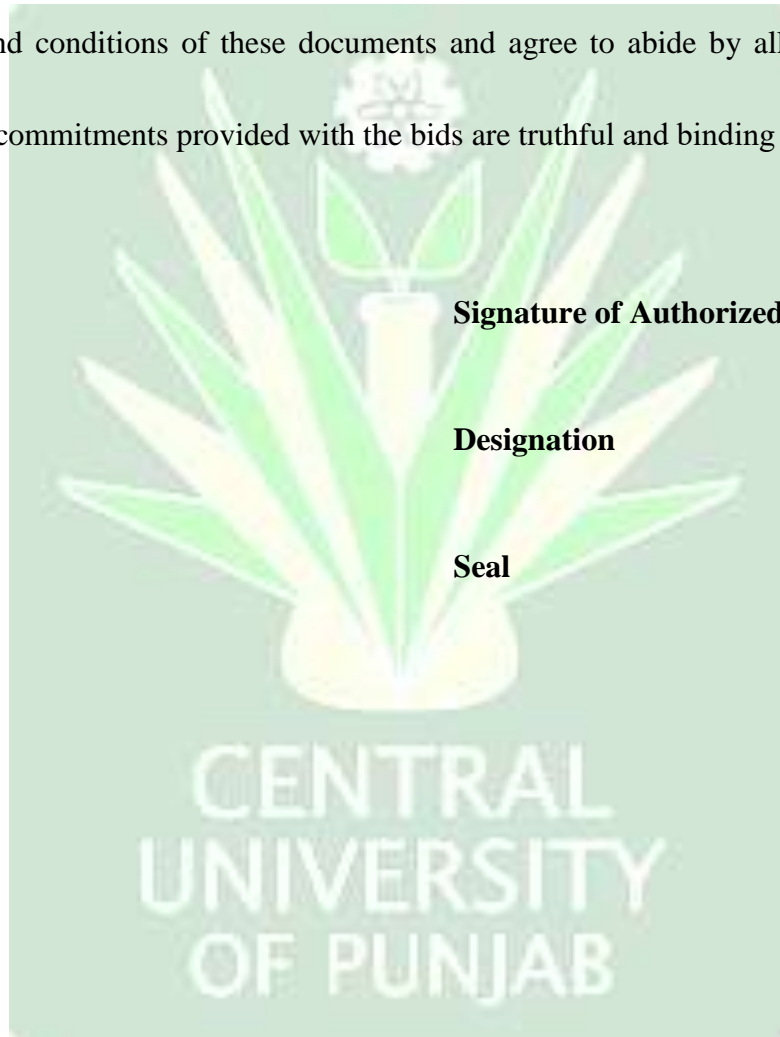
Place:

Signature of Authorized Person

Date:

Designation

Seal



Annexure - 'G'

DECLARATION BY SUPPLIER (in lieu of Bid Security/EMD)

Tender Ref. No.

Date:

“We hereby declare that we accept all the Terms & Conditions of the above referred to tender unconditionally. We further accept that if we withdraw or modify our bids during period of validity of above tender etc., we will be liable for suspension for the time period as decided by the University Authorities.

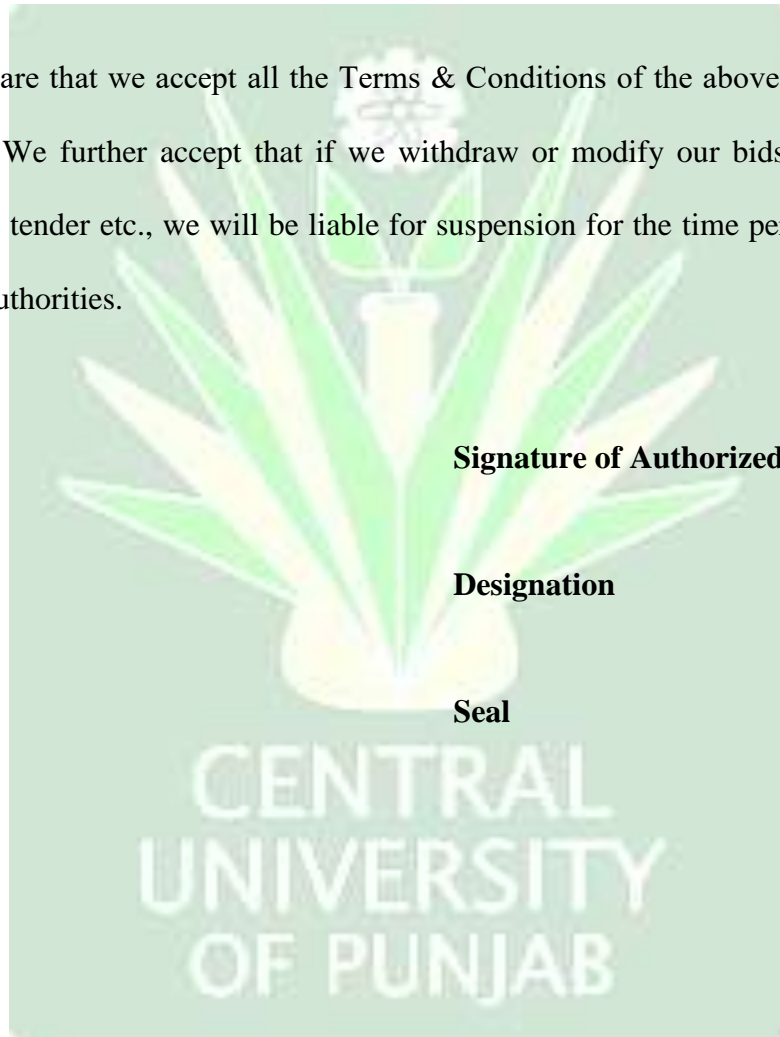
Place:

Signature of Authorized Person

Date:

Designation

Seal



Annexure – ‘H’

**Brief Proposal for 10 episodes and a detailed Script on episode on
“Mysteries in Science”**

1. Give a treatment and approach of 10 episodes (in Hindi) with subtitle in English.
2. Give a detailed script of episode “**Mysteries in Science**” (in the Hindi language). Give time breakups for reach segment, if any. Detail alternate segments/variations, if any, you will adopt.



SIGNATURE OF THE PROPOSER

Annexure – ‘I’

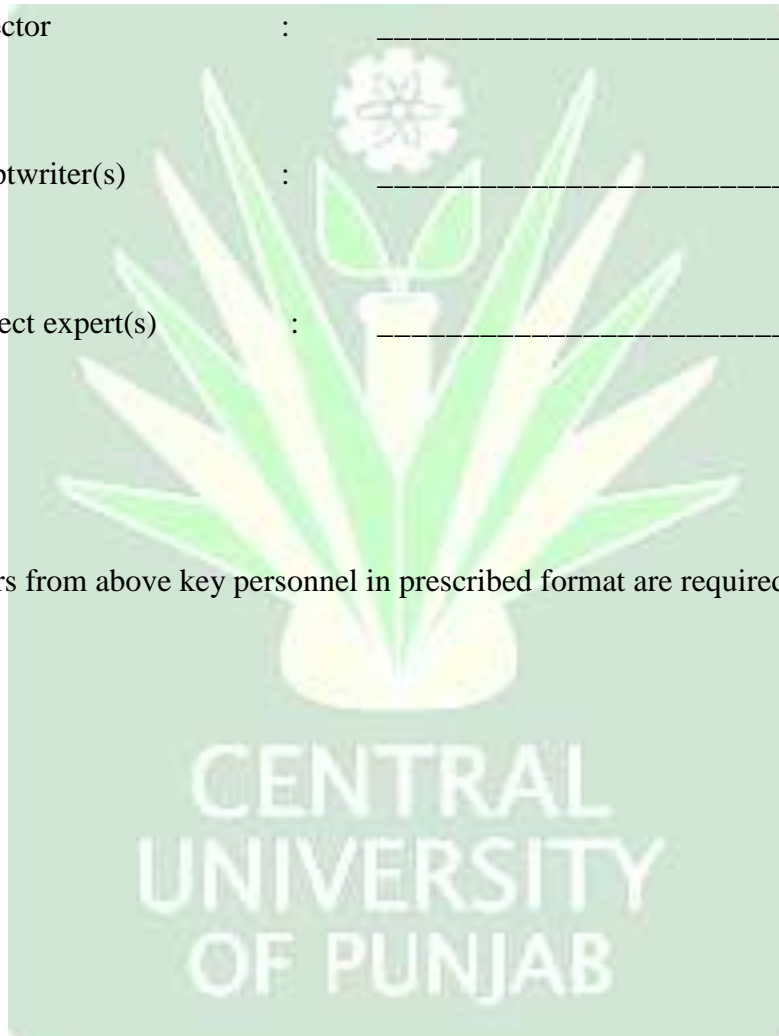
KEY PERSONALS FOR THE PROJECTS APPLIED FOR

1. Name of the Director : _____

2. Name of the scriptwriter(s) : _____

3. Name of the subject expert(s) : _____

(Note: Consent letters from above key personnel in prescribed format are required to be attached.)



Annexure – ‘J’

Consent letter from the Director(s)/Exe Director(s)/scriptwriter/Science Content experts (if more than one, please attach separate sheets in the same format)

1. Name of the Director/scriptwriter/Science Content experts:
2. Address:
3. Telephone/Mobile Number/Email-ID:
4. Educational Qualifications:
5. No .of year of experience:
6. Brief Background of the Director including filmography (Attach Separately):

I _____, hereby give my consent to be the director/subject
Expert/script writer of the _____ For
_____.
(Name of the programme) (Proposer’s Name)

I also understand that I would be solely responsible for direction of the above serial and for the adherence of the broadcast code.

Signature

Annexure – ‘ K ‘

**TURNOVER/FINANCIAL DETAILS AS PER AUDITED
ACCOUNTS**

Years	FY2018-19		FY2019-20		FY2020-21		Average Turnover	
	Total	From relevant services	Total	From relevant services	Total	From relevant services	Total	From relevant services
Turnover								
Profit								

Note: Enclose CA certification forming Annual Turnover during stated financial years.

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Annexure-‘L’

SAMPLE OF EARLIER WORK

Sample of earlier programme produced by the applicant (to be submitted by post/courier at the following address: **Central University of Punjab, Purchase Section, VPO Ghudda, District Bathinda – 151 401 (PUNJAB)**)

I/we enclosed a sample programme produced by our firm/ agency title -----in Pen drive.

1. Name of the programme:

2. Year of Production: _____

3. Brief description of the programme (not more than 200 words):

4. Awards/ accolades won by the film:

5. Any other information:

SIGNATURE OF THE PROPOSE

Financial Bid**To be submitted online on CPPP**

NUMBER #	TEXT #	TEXT #	NUMBER #	TEXT #	TEXT #	NUMBER #	NUMBER	NUMBER #	NUMBER #	TEXT #
SL No.	Item Description/ Size	Item No.	Qty	Units	Quoted Currency in INR / Other Currency	BASIC RATE in Figures To be entered by the Bidder in Rs. P	UNIT IN Rs. P	TOTAL AMOUNT Without Taxes in Rs. P	TOTAL AMOUNT With Taxes (FOR CLP Bathinda) in Rs. P	TOTAL AMOUNT in Words
1	2	3	4	5	12	7	8	10	10	17
e-Tender Notice for Procurement of Services for production of Science Video Serial on "Mysteries in Science"										
001	Earth	Item1	1.000	Nos	INR			0.00	0.00	INR Zero Only
002	Animal world	Item2	1.000	Nos	INR			0.00	0.00	INR Zero Only
003	Plant world	Item3	1.000	Nos	INR			0.00	0.00	INR Zero Only
004	Microbial world	Item4	1.000	Nos	INR			0.00	0.00	INR Zero Only
005	Material sciences	Item5	1.000	Nos	INR			0.00	0.00	INR Zero Only
006	Medicine and human behaviour	Item6	1.000	Nos	INR			0.00	0.00	INR Zero Only
007	Astronomy	Item7	1.000	Nos	INR			0.00	0.00	INR Zero Only
008	Chemistry	Item8	1.000	Nos	INR			0.00	0.00	INR Zero Only
009	Physics	Item9	1.000	Nos	INR			0.00	0.00	INR Zero Only
010	Archaeology & Architecture	Item10	1.000	Nos	INR			0.00	0.00	INR Zero Only
Total in Figures								0.00	0.00	Zero Only
Quoted Rate in Words								INR Zero Only		