

File No. 13/23/2012- PPC
Government of India
Ministry of Information & Broadcasting
(Policy Planning Cell)

720 A, A Wing, Shastri Bhawan,
New Delhi | July 2012

TENDER NOTICE

To

The firms
(as per list attached)

Sub.-Consideration of selection of an agency to undertake the work of uploading M/o I&B's events, activities, meetings, seminars, workshops, functions, etc. on social media like Youtube.

This Ministry is considering selection of an agency to undertake the following work:

- (i) Videography of major events such as activities, meetings, seminars, workshops, functions, etc. as desired by the ministry. The number of such events will be approx. 25- 30 per month.
- (ii) Scripting, Voicing and editing of video news capsules.
- (iii) Creating and maintaining the Youtube channel on behalf of the Ministry and optimize it for content search and wider visibility.

The work would be assigned initially for a period of six months, which will be extendable for a further period of two months at the discretion of the competent authority.

2. In order to award the above contract, sealed quotations are invited from the reputed firms who are in this field and fulfill the following technical terms & conditions and financial terms & conditions, in two separate covers super scribed - "Technical Bid" and "Financial Bid". Both covers should be put together in another separate cover superscribed with "TENDERS/ BIDS FOR SELECTION OF AN AGENCY FOR UPLOADING THE CONTENT ON YOUTUBE".

The tender/ bids should be addressed to Under Secretary (Policy Planning Cell), Room No. 719 A-Wing, Shastri Bhawan, New Delhi and reach by 24th July 2012 on or before 11:30 a.m. The bid has to be accompanied by an EMD of Rs.50,000/- (Rupees fifty thousand only) in the form of Demand Draft in favour of Pay and Accounts Officer (MS), Ministry of Information & Broadcasting payable at New Delhi. The bid security of unsuccessful bidders will be returned to them after the award of the contract.

3. The quotations will be opened on the same day i.e. 24th July at 3:30 p.m. at Joint Secretary (P&A)'s office (Room No. 657 A Wing, Shastri Bhawan), in the presence of those tenderers who may desire to be present at that time. The Technical Bid will be opened first and only those firms, which fulfill the technical terms & conditions will be eligible for participating in the Financial Bid. Financial bids of those firms who do not qualify in technical bids would be returned un-opened. The date and time for opening the Financial Bid will be intimated on the date of opening of technical bid.

4. Ministry reserves the right to cancel the contract at any time.

TECHNICAL TERMS & CONDITIONS

1. The firm should be registered with Registrar of Companies and with Delhi Sales Tax Department for work contract tax. Copies of PAN/ TIN No., Income Tax Returns for the last three years must be attached.

2. The firm should have a minimum of three years' experience in covering government functions, events and pressers. The firm should have worked for national, international media organizations for new media platforms and must have full time video and multi media journalists.

3. The firm will have to furnish copies of award of contracts alongwith certificate of satisfactory performance from different central Ministries/ Departments.
4. The firm should submit the valid sales tax/VAT registration certificate and Service Tax registration certificate. The bidder should also submit details like name of contact person and other contact details for above project.
5. The agency so selected should have the capability to perform the entire scope of the assignment without outsourcing the same to any third party.
6. The firm should have latest equipments with accessories, editing suite with FTP facility, lease line connectivity, storage and streaming server.
7. The firm will set up and maintain database server with deletion and archive management.
8. The firm will provide and maintain server space, backup, storage and recovery of M/o I&B's videos for a minimum period of 90 days.
9. Ministry reserves the right to invite presentations from the bidder before opening the Financial Bid.

FINANCIAL TERMS & CONDITIONS

1. The agency applying for being selected to undertake the work of uploading M/o I&B's events/ activities, etc. will quote their rates on their official letter head signed by Competent Authority on per month basis.

2. It will be the responsibility of the agency to take care of all formalities, if any, necessary as per orders of any government authority in force.
3. The price quoted shall not be subject to variations in exchange rate, taxes, duties, levies or variation in labour rates, etc.
4. The agency will submit the bills within a week of expiry of the monthly commitment indicating full description viz. professional fee, infrastructure and logistics cost, taxes, etc.
5. Agencies that bid, are advised to ensure that the prices/rates quoted are all inclusive including the manpower support required for the execution and continuous monitoring of the project during the Contract period. No deviation in any of the conditions is allowed during the project period. No increase in prices would be allowed during the contract period.

OTHER TERMS AND CONDITIONS

1. The bidder/agency shall bear all costs associated with the preparation and submission of its bid and ministry will in no way be held responsible or liable for these costs, regardless of the conduct or outcome of the bidding process. It is also clarified that no binding relationship will exist between any of the respondents and ministry until execution of a contractual agreement.
2. The bidder/agency is expected to go through all instructions, statements, forms, terms and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or submission of a bid not responsive to the bidding documents in every respect will be at the bidders' risk and may result in rejection of the bid.

3. Any notice by one party to the other pursuant to the Contract shall be sent by fax/e-mail/letter and confirmed in writing to the address specified for that purpose in the Contract.
4. No consideration will be given to a bid received after the stipulated date and time. However, ministry reserves the right to extend the last date and time for submission of the bids at its own discretion.
5. To assist in Technical evaluation, ministry reserves the right to call for any clarification from any/all bidder/agency during the evaluation of the bids. Such clarifications should be submitted only in writing. However, no other correspondence on bids will be entertained.
6. No price/rate variation/adjustment or any other escalation will be entertained.
7. Overwriting/correction in the commercial bid is not permitted and any such overwriting in commercial bid will lead to its rejection.
8. Participation in this bid will imply that the bidder has accepted all the terms and conditions and subsequent modifications, if any, of this bid document.
9. The Ministry will have the sole proprietary rights over the contents of the events assigned to the agency through this contract.
10. In all matters related to dispute relating to this contract, the decision of this office will be final and binding upon the firm/ agency.

PENALTY CLAUSE

1. If at any future point of time it is found that the bidder has made a statement which is factually incorrect or if the bidder does not fulfill any of the contractual obligations, ministry may take a decision to cancel the contract with immediate effect, forfeit the EMD deposited by the vendor and / or debar the bidder from bidding prospectively for a period to be decided by the ministry and take any other action as deemed necessary.
2. Firms applying for being selected to execute the work will submit a certificate that the information submitted by them is correct and they will abide by the decision of the ministry. In case the information submitted by the firm is found to be false and/ or incorrect in any manner, the firm can be suspended and/ or debarred.
3. Notwithstanding any of the provisions mentioned above, for rates and other terms and conditions, in case of any disagreement etc., decision of the ministry will be final and binding on all bidders participating in this bid.


(Manmeet Kaur)

Under Secretary to the Government of India

Tele # 23385145

- (i) Interactive Avenues (Contact Person: Mr. Rahul Marwaha/
Mobile:9971555688/Address: Interactive Avenues Pvt. Ltd., 5th
Floor, Plot No. 15, Sector-44, Gurgaon/ email:
rahul@interactiveavenues.com)
- (ii) ANI (Contact Person: Mr. Ishaant/ Mobile: 9810074675/ Address:
Asian News International, Plot No. 15, Sector-9; R.K. Puram, New
Delhi/ email: ishaanprakash@gmail.com)
- (iii) Oneworld Foundation India (Contact Person: Mr. Rajiv Tikko/
Mobile: 9810762554/ Address: C-1/3, Safdarjung Development
Area, Hauz Khas, New Delhi- 110016)
- (iv) Hungama (Contact Person: Ms. Rasika Bamba/
Mobile:9810944472/ email: rasika.bamba@hungama.com)
- (v) Newzstreet Broadcast Services (Contact Person: Mr. Alok Verma/
Mobile: 9811042691/ Address: Newzstreet Broadcast Services Pvt.
Ltd., A-20, 1st Floor, Sector-3, Noida, U.P./email:)
- (vi) Miditech Productions (Contact address: 225, Udyog Vihar, Phase IV
Gurgaon - 122015 Haryana/ Tel: (91) 0124 2397001 - 10/ Fax: (91)
0124 2397011)
- (vii) River Bank Foundation (Contact address: C-18, Chirag Enclave,
New Delhi/ Tele: 26216508/26410684)
- (viii) Blue Mango Film Services (Contact address: F- 301 A, First Floor
Lado Sarai, New Delhi-110030/ Tele# 41603590/ 42664077)
- (ix) News Point (Contact Person: Mr. Rahul Agarwal/ Address: C-58,
Sector-65, Noida-201037)
- (x) News Bce Network Pvt. Ltd. (Contact person: Mr. Pravesh Pradhan/
Address: K-26, Green Park Extn., New Delhi-110016.
- (xi) CVB News (Contact person: Ms. Aditi Prasad/ Address: A-175,
Basement, Sector- 63, Noida- 201301)