

**E-TENDER  
FOR  
DEVELOPMENT  
OF  
CORPORATE VIDEO  
OF  
NATIONAL SCIENCE CENTRE  
DELHI**



**NATIONAL SCIENCE CENTRE  
(NATIONAL COUNCIL OF SCIENCE MUSEUMS)  
BHAIRON ROAD, NEAR GATE NO. 2, PRAGATI MIDAN  
NEW DELHI – 110 001**

NATIONAL SCIENCE CENTRE  
(National Council of Science Museums)  
Bhairon Road, Near Gate No. 2, Pragati Maidan,  
**New Delhi - 110001**

**NOTICE INVITING E-TENDER**  
**TENDER No. NSCD/18011/E-Tender - 39 /17-18**

On-line digitally signed E-Tenders are invited for Development of Corporate Video (Bilingual) of National Science Centre, Delhi as per the Centre's Scope of Work. Agencies having proven experience and capability of executing the order at a time may download the Tender Papers from Central Public Procurement Portal (CPPP): <http://eprocure.gov.in/eprocure/app> or from Centre's website [www.nscdelhi.org](http://www.nscdelhi.org) or [www.nscd.gov.in](http://www.nscd.gov.in) as per the following schedule:-

|  |  |
|--|--|
| Bid Documents Published Date                             | 30 <sup>th</sup> December, 2017  |
| Bid Document Download Start Date                         | 31 <sup>st</sup> December, 2017  |
| Bid Submission Start Date                                | 31 <sup>st</sup> December, 2017  |
| Bid Document Download End Date                           | 12 <sup>th</sup> January, 2018   |
| Bid Submission End Date & Time                           | 15 <sup>th</sup> January, 2018<br>(Up to 01:00 P.M.)                       |
| Technical (Techno-commercial)<br>Bid Opening Date & Time | 16 <sup>th</sup> January, 2018<br>(At 03:00 P.M.)                          |
| Date & Time of Technical<br>Presentation                 | Shall be communicated separately   |
| Financial Bid Opening Date & Time                        | Shall be communicated separately to the<br>eligible bidders                |
| Earnest Money Deposit                                    | INR <b>13,750/-</b> (Rupees Thirteen<br>Thousand Seven Hundred Fifty only) |
| Tender Fee   | INR <b>100/-</b> (Rupees One Hundred<br>Only)                              |

The On-line bid should be uploaded by the due date and time as per the above schedule. The on-line bids will be opened on the scheduled date and time prescribed above. Bidders may be present during opening of tenders, if so desire. Off-line tenders shall not be accepted and no request in this regard will be entertained whatsoever. National Science Centre, Delhi reserves the right to accept or reject any or all tenders in full or in part without assigning any reason whatsoever.

## CHECK LIST

Check list of Tender No. NSCD/18011/E-Tender- 39/17-18 for Development of Corporate Video (Bilingual) of National Science Centre, Delhi

| Sl. No. | Description   | Yes | No |
|---------|---|-----|----|
| 01.     | Whether E-Tender uploaded in Two parts (i.e. Technical & Commercial) separately. Please note that one set of original signed bids must be delivered at NSC Delhi before the time of opening the bid.  |     |    |
| 02      | Whether Tender documents carefully studied & understood.  |     |    |
| 03      | Whether Tender documents duly signed and stamped on all pages is scanned and uploaded as Part – I of the Tender in Central Public Procurement Portal.   |     |    |
| 04      | Whether Tender Fee of ₹100.00 submitted by online / Demand Draft No..... dated..... and Scanned copy of DD uploaded as Part – I of the Tender. Please note that the original DD should be couriered /hand delivered to NSC Delhi / online payment details shall be sent to NSCD before last date of submission of the tender document.            |     |    |
| 05      | Whether Earnest Money of ₹13,750/- submitted by online / vide Demand Draft No. .... dated..... and Scanned copy of DD uploaded as Part – I of the Tender. Please note that the original DD should be couriered /hand delivered to NSC Delhi / online payment details shall be sent to NSCD before last date of submission of the tender document. |     |    |
| 06      | Whether Declaration regarding Non-relation, duly signed and stamped, and scanned copy of the same uploaded as Part – I of the Tender in central public procurement portal.<br><b>Annexure D</b>   |     |    |
| 07      | Whether Declaration certifying that there is no extra conditions quoted in the Offer Form duly signed and stamped, and scanned copy of the same uploaded as Part– I of the Tender in central public procurement portal.<br><b>Annexure C</b>  |     |    |
| 08      | Did you visit the actual site for execution of the work before submitting the Tender.   |     |    |

Date:

Signature of the Tenderer

Place :

Official Seal

### General Information and Instructions

1. The instruction given herein will be strictly binding on the tenderers and deviation, if any will make the tender or tenders liable to be considered invalid. Tenders incorporating additional conditions by the tenderer 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 instruction 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. Bid should be submitted along with the **Earnest Money of ₹13,750/- (Rupees Thirteen Thousand Seven Hundred Fifty only)** by way of crossed Demand Draft / Pay Order on any commercial banks or payment online by NEFT/RTGS payable in favour of “**NATIONAL SCIENCE CENTRE, Payable at DELHI**”. 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 source from which the items under tender are to be procured 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. Earnest Money deposit in respect of the successful bidders will be retained with the NSCD until entire execution of the order as per terms of the tender. If the successful bidder fails to execute the order strictly as per the NSCD’s specification in full or part within the stipulated delivery period of the purchase order, the Earnest Money deposit retained with the NSCD shall be forfeited forthwith after cancellation of the concerned order. In case of non-receipt of EMD, the Tenders are liable to be rejected.
6. **Tender Fee** (Non-refundable) amounting to ₹100/- (Rupees One hundred only) shall be deposited at NSC, Delhi by way of crossed Demand Draft / pay order on any of the commercial Banks or payment online by NEFT/RTGS in favour of ‘**NATIONAL SCIENCE CENTRE**’ payable at Delhi. The parties paying the cost of Tender fee by Demand Draft are required to place the original Demand Draft / money transfer details in Part – I of the Tender. In case of non-receipt of Tender fee, the Tender is liable to be rejected.
7. **Validity of Bids:** The Bids should remain valid for **90 days** from the date of bid opening.
8. **Rejection of Bids:** Canvassing by the Bidder in any form, unsolicited letter and post-tender correction may invoke summary rejection. Conditional tenders will be rejected. Non-compliance of applicable General Information and Instruction will disqualify the Bid.
9. The tenderers 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-F**” 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 sets - namely Set – 1 (Technical) and Set – 2 (Financial) on Central Public Procurement Portal. The contents of Cover shall be as follows:-**

**Set – 1 (Technical)**

| <b>Sl. No.</b> | <b>Description</b>  | <b>Yes</b> | <b>No</b> | <b>Remarks</b> |
|----------------|---|------------|-----------|----------------|
| 01             | <b>Technical (Techno-Commercial) BID duly filled-in and signed with official stamp. (as per Annexure-E format)</b>                                      |            |           |                |
| 02             | <b>Sample Video of 30 seconds to 1-minute duration on NSCD, showing their creativity.</b>   |            |           |                |
| 03             | <b>General Terms &amp; Conditions (as detailed in Annexure-B) duly signed with official stamp as a token of acceptance</b>                              |            |           |                |
| 04             | <b>Copies of work order of similar works executed in Central/State Government, Autonomous bodies/Public Sector Undertakings during the last 3 years</b> |            |           |                |
| 05             | <b>At least three videos of similar works executed for other organizations along with the documentary proof.</b>  |            |           |                |
| 06             | <b>Copies of document showing last 3 years' financial turnover of the firm.</b>   |            |           |                |
| 07             | <b>Scanned Copy of the current and valid Tax Clearance Certificate.</b>   |            |           |                |
| 08             | <b>The 'Declaration' duly signed with official stamp (as detailed in Annexure-C &amp; D).</b>   |            |           |                |
| 09             | <b>The 'Technical Specification' as detailed in Annexure-G duly signed with official stamp.</b>   |            |           |                |
| 10             | <b>Scanned copy of Demand Draft / details of online payment for ₹13,750/- as Earnest Money Deposit.</b>   |            |           |                |
| 11             | <b>Scanned Copy of Demand Draft / details of online payment for ₹100/- towards Tender Fee.</b>  |            |           |                |

**Set – 2 (Financial)**

- i) The Financial Bid (as per Annexure-F) 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.**

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 NSC, Delhi against submission of supporting documentary evidence.

- 12. Order shall be placed in favour of a single agency considering the total cost arrived based upon consolidated BOQ as per Annexure – F.**
13. The authorities of National Science Centre, Delhi who does 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.

NATIONAL SCIENCE CENTRE  
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**TENDER No. : NSCD/18011/E-Tender- 39/17-18**

**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 enroll on the E-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “**Online bidder Enrollment**” 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) Bidder then logs 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 bidder 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) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers 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) Bidder, 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) Bidder should log into 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. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidders should submit the EMD & Tender Fee 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 Demand Draft / 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.
- 4) 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 Light Blue colored (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BOQ file is found to be modified by the bidder, the bid will be rejected.

- 5) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 6) 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 openers public keys.
- 7) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) 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 & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 9) 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 meetings.

#### 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 for a tender 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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NATIONAL SCIENCE CENTRE  
(National Council of Science Museums)  
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New Delhi - 110 001.

**TENDER No. : NSCD/18011/E-Tender- 39/17-18**

**GENERAL TERMS & CONDITIONS (GTC) FOR SUBMISSION OF TENDER FOR DEVELOPMENT OF CORPORATE VIDEO (BILINGUAL) OF NATIONAL SCIENCE CENTRE, DELHI**

**1. Price:**

The price and rates quoted/indicated shall include cost of Conceptualization, Research Script writing, Copyright if any, shooting (including Camera, dress, lighting & musical arrangement, sound, etc. if any), Editing, Final recording, Supply of source files in appropriate format (.mov) in suitable storage device & supply of final digital video films, etc. and all incidental charges to cover shooting. The GST and other taxes/levies to be imposed on the rate shall be included in the final rate and 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 NSC, Delhi against submission of supporting documentary evidence. Price and rate quoted shall be firm and fixed for the entire period of execution of the Purchase Order and no escalation of rate on any ground whatsoever shall be applicable.

2. 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 the Letter of Intent duly signed and stamped as a token of acceptance of the order.
- b) Non-judicial Stamp Paper of appropriate value for preparing the agreement governing the terms and conditions of the Contract
- c) Security Deposit as detailed in clause No. 10 of the General Terms & Conditions of the NIT

**3. Time of completion:**

Time is the essence of the tender. The time frame for the entire work shall be **30 (Thirty) days** from the date of issue of Letter of Intent. The details of different stages of completion are as follows:

- I. Preparation of the Story Boarding & Script, based on the story guideline supplied by the client, using a professional script writer shall be completed within 08 days from the date of receipt of order.
- II. Arrangements for shooting which includes camera, dress, light, musical arrangement, sound, etc. shall be made and completed within 12 days from the date of receipt of order.
- III. Editing (made in digital non-linear set up with graphic and animation workstation in addition to music and narration complete) and delivery shall be completed within 30 days from the date of receipt of order after obtaining approval at different stages of

work, as detailed in clause No. 5 The final cut will be delivered within 30 days from the receipt of order.

For non-compliance of any of the above terms and non-delivery of the tendered item complete in all respect within the above stipulated period, the Centre shall either cancel the order or impose penalty as detailed in clause 4. At any stage during the execution of the film development, if it is felt that the agency is not coming up to expected quality (despite opportunity and guidance provided by the Centre), the Centre reserves the right to cancel the order and no payment will be made under such condition. Decision of the Centre in this regard shall be final and binding on the successful tenderers.

4. **Penalty Clause:** The successful Tenderer shall strictly observe the time allowed for carrying out the job as detailed in clause No. 3. 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 Council, an amount equal to 2% 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. 3, subject to a maximum compensation of 10% of the order value and after that period appropriate action will be taken by the Centre, as it will deem fit.

The Centre 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 and acceptable.

5. **Scope of work:**

- a) **Story Boarding & Script:** The successful Tenderer shall prepare the Story Boarding & Script, based on concept to be discussed with the successful tenderer such as
- a. Concept Creation & Story
  - b. Script writing (Bilingual i.e. Hindi & English)
  - c. Visual Storyboard & Art work
  - d. Voiceover for two languages
  - e. Location shoot direction including interviews (if required)
  - f. DOP, Camera Equipment, Lighting
  - g. Motion graphics and VFX
  - h. Film editing – Bilingual
  - i. Buying of Royalty, Free Stock Footage, Images
- b) **Shooting:** The successful Tenderer will make all arrangements for shooting. This includes camera, light, sound, drone camera and other equipment, staff including Director & Cinematographer, shooting sites, arranging special artists, making appointments with scientists, etc.
- c) **Animation:** The video film shall include 2D/ 3D / Panoramic/ Birds eye view of the Centre and its facilities with duly approved professional voiceover.
- d) **Editing:** Editing is to be done in digital non-linear set up with graphics and animation workstation in addition to music and narration. Use of special effects shall be done in the film wherever required. Re-editing may be required if the editing made by the successful tenderer is found unsatisfactory to the Centre.

The successful Tenderer may discuss further details with the Centre while developing the film.

6. **Inspection:** The successful tenderer shall arrange for inspection of the job by the competent authorities of the Centre on every stage of work as detailed in Clause No.3. Inspection may also be made at any time during the process of development of the film, if felt necessary by the competent authorities of the Centre. Any defect pointed out/ modification suggested during such inspections has to be promptly rectified/ incorporated to ensure desired quality of work. It would be mandatory on the part of the successful Tenderer to arrange inspection and obtain approval at every stage of the work, failing which action shall be taken as will be deemed fit by the Centre. The decision of the Centre in this regard shall be final and binding on the successful Tenderer.
7. **Payment Terms:** No advance payment shall be made by the Centre under any circumstances. Payment shall be released after satisfactory completion of the entire job and within 30 (thirty) 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 Centre.
8. **Copyright:** The developed films 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 films, wholly or partly, to any other client.
9. In case, the successful Tenderer refuses to accept the offer after finalization or does not comply with the Clause No.2 within 07 (Seven) days from the date of placement of the order 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.
10. Technically lowest successful tenderer shall deposit 10% of the total amount of work awarded at National Science Centre as refundable security deposit after adjusting the EMD already deposited with this NIT, after getting the confirmed order and before the commencement of work. The security deposit shall be refunded to the successful tenderer 6 months after the completion of work.
11. 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.3 i.e., the specified time schedule as per the finalized and accepted terms and conditions the Centre shall have the rights to either impose Penalty Clause or cancel the order forfeiting the EMD. The decision of the Centre in this regard shall be final and binding on the successful Tenderer.
12. Bad quality 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 Centre. The decision of the Centre, as to items of bad quality and proper rectification, will be final and binding on the successful Tenderers.
13. Any ambiguity in the specification / scope of work is detected; it shall be promptly brought to the notice of the Centre for clarifications. The successful tenderer without written approval/permission of the Centre shall make no deviation from the approved specifications.
14. 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.

15. 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.

16. The authorities of the Centre, 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.

17. Income Tax and Work Contract Tax shall be deducted at source, if applicable, from each bill/claim of firm as per prevailing Government rules.

18. 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.

19. Party must have valid TIN/PAN/GST Registration number and attach a documentary proof with the Tender.

20. The agency shall take care of all statutory obligations as are required under the Contract Labour Regulation Act, etc.

21. The offer shall be valid for a minimum period of 3 months from the date of opening of the tender.

22. 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.

23. All disputes and differences between the successful tenderer and the Centre 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 Centre.

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.

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**TENDER No. : NSCD/18011/e-Tender- 39/17-18**

***DECLARATION***

We do hereby accept the “General Terms & Conditions” as provided by the National Science Centre along with the Tender documents for Development of Corporate Video of National Science Centre, Delhi and also undertake to supply the said F i l m s strictly as per the technical specifications of National Science Centre as provided along with the tender documents, in the event of placement of any order on us. The Centre shall be at liberty to cancel the order in full or in part the event of failure of any of the above declaration made by us.

Signature of the Bidder / Constituted Attorney

**Annexure D**

NATIONAL SCIENCE CENTRE  
(National Council of Science Museums)  
Bhairon Road, Near Gate No.2, Pragati Maidan,  
New Delhi - 110 001.

**DECLARATION**

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

Address :

Official seal with date

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TENDER No. : NSCD/18011/E-Tender- 39/17-18

TECHNICAL (Techno-Commercial) BID

Notes: ALL PARTICULARS / INFORMATIONS SHOULD BE GIVEN IN THE FOLLOWING FORMAT WITH COMPLETE DETAILS.

1. Name of the Tenderer (if the offer is: made by a Firm/ Company, address of the registered office including jurisdiction of the police station should be given)
2. Permanent address (in case of Firm/ Company, address of the registered Office including jurisdiction of the Police station should be given) :
3. Telephone / Fax Nos. a) Office :  
b) Workshop :  
c) email :
4. State the Name of the Banker including IFSC Code and Account Number of the Tenderer for releasing digital mode of payment :
5. Whether agreed to accept 30 days credit Payment Terms as per clause 7 of General Terms & Conditions of the Tender. (Please mention 'Yes' or 'NO') :
6. Minimum time required to complete the tendered item at NSC, Delhi :
7. Mention GST Registration Number and attach Current valid Tax Clearance Certificate. :
8. Whether agreed to supply tendered items as: per enclosed Specification (Annexure-G) positively by 30 days as per clause 3 of the General Terms & Conditions of the Tender (Please mention 'YES' or 'NO')

I/We hereby declare that the above statements are true. I/We also declare that the decision of National Science Centre regarding selection of eligible firms for opening of Financial Bid (Part- II) shall be final and binding on me/us.

Date

Official Seal

Signature of the Tenderer/  
Constituent Attorney

**DEVELOPMENT OF CORPORATE VIDEO OF NATIONAL SCIENCE CENTRE, DELHI**

**1. Scope of Work: -**

Production of Corporate Film in Bilingual (Hindi & English), in digital format, of 5 minutes  $\pm 10\%$  duration (each film). Resolution of the supplied videos are of following format:-

1. FHD Format: 1920x1080
2. 4K: 3840x2160

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

**2. The work/cost includes: -**

- a. Pre-production, shooting and editing, post production recording music and voice over and for the above.
- b. The production house will be totally responsible for required infrastructure to shoot the promotional film besides purchasing raw stock, processing, hire of camera & lights, other equipment, studio hire, make-up location and procuring all necessary permission for shoot, catering, transportation etc.
- c. Agency/Bidder responsible for hiring the crew including Director, Cameraman and other technical & production team- Assistant Directors, Music Director, Editors, Production Assistant, Spot boy, Lighting crew etc.
- d. Agency/Bidder will be responsible to meet post-production charges such as:
  - Studio hire for editing charges
  - Motion graphics Animation charges
  - Music composition and voice over charges
  - Any other charges.
- e. Responsible for travel, boarding and lodging for the entire production and technical crew at the locations (NSCD).
- f. Raw stock of the footages is the property of the CLIENT and the same is required to be handed over to CLIENT in the delivery format mentioned above.
- g. Responsible for obtaining all necessary permissions wherever required.



**ANNEXURE-H****BANK DETAILS OF NATIONAL SCIENCE CENTRE, DELHI**

|                            |                                |
|----------------------------|--------------------------------|
| Name of the Account Holder | NATIONAL SCIENCE CENTRE, DELHI |
| Account No.                | 2417101004100                  |
| Bank Name                  | CANARA BANK                    |
| Bank Address               | 6, Bhagwan Das Road, New Delhi |
| IFSC Code                  | CNRB0002417                    |
| MICR Code                  | 110015045                      |
| Type of Account            | Saving Account                 |
| Branch Code                | 2417                           |