

E-TENDER  
FOR  
SCRIPT WRITING & DEVELOPMENT  
OF  
BILINGUAL (HINDI & ENGLISH)  
2D & 3D SHORT FILMS/ANIMATIONS  
FOR  
COAL GALLERY,  
NATIONAL SCIENCE CENTRE,  
DELHI



Ministry of Culture  
Government of India

**NATIONAL SCIENCE CENTRE**  
**(A UNIT OF NATIONAL COUNCIL OF SCIENCE MUSEUMS)**  
**BHAIRON ROAD, NEAR GATE NO – 4, PRAGATI MAIDAN**  
**NEW DELHI – 110 001**

**NATIONAL SCIENCE CENTRE**  
(A Unit of National Council of Science Museums)  
Bhairon Road, Near Gate No. 4, Pragati Maidan,  
**New Delhi - 110001**

**TENDER No. NSCD/18011/E-Tender - 22 /2023-24**

**NOTICE INVITING E-TENDER**

On-line Digitally signed e-tenders under **QCBS (Quality and Cost Based Selection)** method are invited in two Bid System from the competent and eligible agencies who satisfy the eligibility criteria enumerated in the Tender Documents for **Supply of 3D Films (Side-by-Side format) at National Science Centre, Delhi**. Interested agencies may download the tender documents from the Central Public Procurement Portal (CPPP): <http://eprocure.gov.in/eprocure/app> or from Centre's website or [www.nscd.gov.in](http://www.nscd.gov.in) as per the following schedule:-

Bid Document Published Date	09 <sup>th</sup> August, 2023 (17:30)
Bid Document Download Start Date	09 <sup>th</sup> August, 2023 (17:30)
Bid Clarification Start Date	09 <sup>th</sup> August, 2023 (17:30)
Bid Submission Start Date	09 <sup>th</sup> August, 2023 (17:30)
Pre-Bid meeting	14 <sup>th</sup> August, 2023 (11:00)
Bid Clarification End Date	29 <sup>th</sup> August, 2023 (14:00)
Bid Submission End Date	30 <sup>th</sup> August, 2023 (15:00)
Technical Bid Opening Date	31 <sup>st</sup> August, 2023 (16:00)
Technical Presentation	Shall be communicated later on (Only for technical qualified bidder)
Financial Bid Opening date	Shall be communicated later on
<b>Estimated Cost</b>	<b>₹64.50 Lakhs including Tax</b>
<b>Earnest Money Deposit</b>	<b>₹1,61,500/-</b>

**Note\*\* – Pre-Bid Meeting will be held in the meeting room/conference hall of National Science Centre, Delhi. The clarifications given during meeting will be conveyed to parties through email.**

**Technical Bid Presentation shall be held at the Conference hall.**

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. Off-line 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 National Science Centre, Delhi at 4:00 P.M. on 31<sup>st</sup> August, 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 Centre, regarding selection of eligible and qualified vendors / firms for opening the Financial Bid shall be final and binding on the bidders.

NSC Delhi reserves the right to accept or reject any or all tenders in full or part without assigning any reason whatsoever. NSCD is not bound to accept merely the lowest tender but the technical suitability, capability and superiority of the job.

### **ELIGIBILITY CRITERIA FOR APPLYING**

1. Agencies / film making companies / production houses that are fulfilling the following conditions will be eligible for submission of E-Tender:

- The registered company/firm should have minimum 05 year experience preceding the proposal due date, in the production of Films. Experience in production of documentaries/films/animations in the field of/related to Environmental Science, Coal Mining, Coal Geology, Mining Techniques etc. The agency must have experience of for National & International Broadcasters receiving National & International Awards for their productions / films / programs / documentaries will attract additional points in the selection process.
- The registered company/firm should have well trained production team.
- Total financial turnover of the firm/ tenderer should be **₹100 Lakhs** or more during last three financial years. Necessary papers and tax return acknowledgement received from the Income Tax department may please be attached.
- 3 (Three) similar completed works (at least one of them should be in Central Government/ Central Autonomous Bodies/ State PWD/ Central Public Sector Undertakings) each costing not less than 40% of estimated cost.

OR

- 2 (Two) similar completed works (at least one of them should be in Central Government / Central Autonomous Bodies/ State PWD/ Central Public Sector Undertakings) each costing not less than 60% of the estimated cost.

OR

- 1 (One) similar completed work (in Central Government/ Central Autonomous Bodies/ State PWD/ Central Public Sector Undertakings) of aggregate cost not less than 80% of the estimated cost.
- OEM or Authorized Seller/ Distributor (certificate to be attached) of the films.

**EVALUATION METHODOLOGY** - will have two stages:

Stage 1 – General cum Technical Bid Evaluation

Stage 2 – Financial Bid Evaluation

## GENERAL CUM TECHNICAL BID EVALUATION

The evaluation will involve validating the credentials submitted in the format as prescribed in Annexure 'E'. Credentials without valid proof will be invalid and will not be considered for eligibility. NSCD reserves the right to accept or reject proof of credentials at its sole discretion without having to give reasons to the bidders thereof.

The following weightage criteria will be adopted during technical evaluation:

S. No.	Evaluation Criteria/Parameter	Max. Score	Bidder's Score
1	Experience - Past work experience (at least 2 films)	10	
2	Awards, National and International recognitions etc.	10	
3	Treatment to storyline to each film	10	
4	Presentation	10	
5	Sample 20-30 seconds Video/ Film/ Animation of Coal Mining	30	

## EVALUATION OF FINANCIAL BID

- a) The financial bid will be opened for only those bidders who will score minimum of 70% in the technical bid evaluation.
- b) The bidder with the individual lowest financial bid (L1) will be awarded 100% score.
- c) Financial Scores for other than L1 bidders will be evaluated using the following formula:  
Financial Score of a Bidder =  $\left\{ \frac{\text{Financial Bid of L1}}{\text{Financial Bid of the Bidder}} \times 100 \right\}$   
% (Adjusted to two decimal places)
- d) Only fixed price financial bids indicating total price for all the work/services specified in this bid document will be considered.
- e) Details of the taxes and duties levy able on the basic cost to be indicated clearly in the financial bid.

## Combined Evaluation of Technical & Financial Bids

- a) The technical and financial scores secured by each bidder will be added using weightage of 70% and 30% respectively to compute a Composite Bid Score.
- b) The bidder securing the highest Composite Bid Score will be declared as the Best Value Bidder for award of the Project.

In the event, composite bid scores are "tied", the bidder securing the highest technical score will be declared as the Best Value Bidder for award of the Project.

## CHECK LIST

Check list of Tender No. NSCD/18011/E-Tender-22 /2023 – 24 for “**Script Writing & Development of Bilingual (Hindi & English) 2D & 3D short films/ animations for Coal Gallery, NSC Delhi**”.

Sl. No.	Description	Yes	No
01	Whether E-Tender uploaded on Central Public Procurement Portal of Govt. of India (i.e. Technical & Commercial) separately.		
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 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. <b>Annexure-C</b>		
05	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. <b>Annexure-C</b>		
06	Whether Earnest Money of <b>₹1,61,500/-</b> 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 the time of opening Technical Bid.		
07	Did you visit the actual site for execution of the work/ supply before submitting the Tender		
08	Authorization Letter issued from OEM enclosed with the Technical Bid.		

Date:

Signature of the Tenderer

Place:

Official Seal

## 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. An agent of foreign OEM, for submitting the offer on behalf of OEM, would be required to produce a copy of their legal bid agreement with their principal as an Indian agent failing which their bid would be disqualified.
6. Bid should be submitted along with the Earnest Money of **₹1,61,500/-** (Rupees One Lakh Sixty One Thousand Five Hundred only) by way of crossed Demand Draft / Banker’s Cheque /Pay Order on any of the commercial banks or through online payment by NEFT / RTGS / payable in favour of “NATIONAL SCIENCE CENTRE”, payable at Delhi. Any mistake in calculation of the amount of Earnest Money will be the responsibility of the Bidder and the tender will be rejected if the amount is found to be less than the number of films for which the tender has been submitted. 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. **Exemption will be given to the MSME/NSIC registered agencies for submission of EMD.**
7. **Validity of Bids: The Bids should remain valid for 90 days from the date of opening of Financial Bid.**
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. Non-compliance 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- G” 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 Part – 1 (Technical) and Part – 2 (Financial) on Central Public Procurement Portal. The contents of Cover shall be as follows: -

S. No.	Description	Yes	No	Remarks
01	Technical (Techno-Commercial) BID duly filled-in and signed with official stamp. (as per Annexure-E)			
02	Sample Video of 20-30 sec. duration on Coal Mining in portable media			
03	General Terms & Conditions (as detailed in Annexure-B) duly signed with official stamp as a token of acceptance			
04	Copies of document showing last 3 years’ financial turnover of the firm.			
05	Scanned Copy of the current and valid Tax Clearance Certificate.			
06	The ‘Declaration’ duly signed with official stamp (as detailed in Annexure-C).			
07	Scanned copy of Demand Draft / details of online payment for ₹1,61,500/- (Rupees One Lakh Sixty One Thousand Five Hundred only) as Earnest Money			

**Part– 2 (Financial)**

i) **The Financial Bid (as per Annexure-G) 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 THE BIDDER WHOSE TECHNICAL BID IS ACCEPTABLE AND OFFERED LOWEST RATE IN “OVERALL ITEM”AS- PER BOQ IN ANNEXURE-G.**

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.

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**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 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. Exemption will be given to the MSME/NSIC registered agencies for submission of EMD**

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 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.
5. 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.
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 opener’s public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
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 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.
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 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.
3. Any queries relating to the Tender may be addressed to [nscdelhi10@gmail.com](mailto:nscdelhi10@gmail.com) , [bharti.nscd@gmail.com](mailto:bharti.nscd@gmail.com), with proper credentials of the bidders before the bid clarification date thereafter no queries will be entertained.

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**TENDER No. : NSCD/18011/E-Tender –22/ 2023 – 24**

**GENERAL TERMS AND CONDITIONS FOR SUBMISSION OF TENDER**

For **Script Writing & Development of Bilingual (Hindi & English) 2D & 3D short films/ animations for Coal Gallery, National Science Centre, Delhi** the tenderers are required to submit the tender in two parts i.e. Part-I and Part – II as per the details given in the point 11 of **General Information and Instructions**.

1. **PRICE:** The rates quoted/indicated shall include cost as per the details specified in **Annexure-D** “Technical specification and Scope of Work”, in the tender document. **The rates of GST and other taxes/levies to be imposed on the quoted rates shall have to be clearly and separately mentioned.** Price and rate quoted shall be firm and fixed for the entire period of execution of the work and no escalation of rate on any ground whatsoever shall be allowed. The overall lowest bidder shall be awarded the tender.
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 NSC Delhi 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. 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. 06 of General Terms & Conditions.
4. **TIME OF COMPLETION:** Time is the essence of the tender. The entire work of final film supply shall be completed in time bound manner. The entire work shall be completed within **60 (Sixty) days** from the date of placement of Letter of Intent. The tenderer may please note that all the films ordered shall have to be completed in the same time frame.
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 Centre shall either cancel the order or impose penalty as detailed in Clause 6 below. 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.

- 6. PENALTY CLAUSE:** The successful Tenderer shall strictly observe the time allowed for carrying out the job as detailed in Clause No. 4 under General Terms & Conditions. 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 Centre, 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 under General Terms & Conditions, 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.
7. 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, acceptable and unavoidable.
- 8. SCOPE OF WORK:** As per Annexure “D”
- 9. PAYMENT TERMS:**
- i. 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 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 Centre.
  - ii. Payment shall be released through NEFT/RTGS for which details of bank account shall be mentioned in their bill.
- 10. COPYRIGHT:** The script provided to the bidders for quoting their rates and the finally 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 script and films, wholly or partly, to any other client. Also, the images, videos and other material to be used in the film should be copyright free.
11. In case, the successful Tenderer refuses to accept the offer after finalization or does not comply with the **Clause No. 3** 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. Technically lowest successful tenderer shall deposit 10% of the total amount of work awarded at National Science Centre as refundable Security Deposit in the form of DD 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 3 months after completion of the work.
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** under General Terms & Conditions 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.

- 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 Centre. The decision of the Centre, as to items of bad quality and proper rectification, 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 Centre for clarifications. The successful tenderer without written approval/permission of the Centre 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 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.
- 19.** Income Tax and Work Contract Tax 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.** 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.

**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 performance of the MOU, 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 MOU is suspended by Force Majeure conditions lasting for more than 2 (two) months, either party shall have the option of cancelling the MOU, 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. Make in India (MII)**

The tenderer shall abide with GOI order date 15<sup>th</sup> June 2017 to give purchase preference to Make In India (MII) product mentioned in order. Document link as follows:

[https://dpiit.gov.in/sites/default/files/publicProcurement\\_MakeinIndia\\_15June2017.pdf](https://dpiit.gov.in/sites/default/files/publicProcurement_MakeinIndia_15June2017.pdf)

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**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

Address:

Official seal with date

**DECLARATION-II**

We, do hereby accept the General Terms and Conditions as provided by the National Science Centre, Delhi along with tender documents for **Script Writing & Development of Bilingual (Hindi & English) 2D short films for Coal Gallery, National Science Centre, Delhi** and also undertake to execute the job strictly as per the specifications of NSC, Delhi as provided along with the tender documents. National Science Centre, Delhi shall be at liberty to cancel the order in full or in part and forfeit the Earnest Money Deposit or Security 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)

## Declaration on Registration as MSME

**DECLARATION ON REGISTRATION AS MSME**

(Following declaration to be provided by the Bidder on the Company letterhead)

This is to certify that our Company (Name of the Company) located at (Address of the Company) has registered as MSME. The details of registration are provided below:

Sl. No.	Particulars	Details
	Vendor Code (allotted by BEL)	
	Name of the Vendor / Company	
	Date of incorporation	
	Udyog Aadhaar Number	
	GST Number	
	PAN Number	
	Type of Enterprise	Micro / Small / Medium
	Major Activity	
	Type of Organization	Proprietary / Hindu Undivided Family / Partnership / Co-operative / Private Limited Company / Public Limited Company / Self Help Group / Limited Liability Partnership / Society / Trust / Non-MSME (not a MSME)
	Have your investment in plant and machinery crossed the prescribed limits of MSME Act	Yes / No Value (for MSME only):
	Copy of Udyog Aadhaar	Yes / No (for MSME only):
	Annual ceiling amount upto which they can take contract under MSME	
	Value of orders already at hand as on date of application	

I / we undertake to keep the National Science Centre, Delhi informed if at any point in future, we cease to become MSME vendor or change in category as per the extant rules and such disclosures is entirely our responsibility. Until then, the company does not hold NSCD as responsible for any issues related to MSME

Date:

Signature of Authorized  
Person with Company Seal



**SCRIPT WRITING & DEVELOPMENT OF BILINGUAL (HINDI & ENGLISH) 2D & 3D SHORT FILMS/ANIMATIONS FOR COAL GALLERY, NSC DELHI**

**Scope of Work: -**

Script Writing and Development of bilingual (Hindi & English) films listed below in digital format.

S. No.	Film Title (Bilingual)	Content Duration ( $\pm 10\%$ min.)	Format Type & Resolution	Qty.	Script details
1	Entry Plaza	1 min.	2D, 4K	1	Annexure-D1
2	Adoption of latest technologies in coal mining	3 min.	2D, 4K	1	Annexure-D2
3	Bolting Machine	1 min.	2D, 4K	1	Annexure-D3
4	Joe Joy: the Inventor	3 min.	2D, 4K	1	Annexure-D4
5	Coal: the Introduction	4 min.	2D, 4K	1	Annexure-D5
6	Coal Formation	4 min.	2D, 4K	1	Annexure-D6
7	First Mile Connectivity	2 min.	2D, 3840 x 1080	1	Annexure-D7
8	Earth Movers	1 min.	2D, 4K	1	Annexure-D8
8a	JCB	1 min.	2D, 4K	1	Annexure-D8a
8b	Draglines	1 min.	2D, 4K	1	Annexure-D8b
8c	Surface Miner	1 min.	2D, 4K	1	Annexure-D8c
8d	Large Mining Trucks	1 min.	2D, 4K	1	Annexure-D8d
9	Surface Mining	4 min.	3D, 4K	1	Annexure-D9
10	Reclamation and rehabilitation	3 min.	3D, 4K	1	Annexure-D10
11	Coal India Anthem	1 min.	2D, 4K	1	Annexure-D11

**The brief introduction of the proposed films are given with the tender as Annexure D1-D11.**

The Agencies/ film making companies/ production houses must quote for script writing, film development and production charges including all charges for the following:

The work/ cost includes –

- Script making of the proposed films.
- Pre-production, shooting with 4K camera and drone camera and editing, post production recording music and voice over and for the above.
- Hiring of Director, subject expert and other artists, depending on the script.
- Sourcing of material such as texts, paintings, images, graphics, videos etc. depending on the script.
- Shooting of film in 4K and rough shoot and final film has to be transferred to the Centre in appropriate media.

- f) Voice over artists both (male and female) of top quality. The agency may use personalities like Shammi Narang, Harish Bhimani, Atul Kapoor or better, duly approved by the Centre.
- g) Hiring of all required infrastructure to shoot the film besides purchasing raw stock, processing, hire of camera & lights, other equipment, studio hire, make-up, location and procuring all necessary permissions for shoot, catering, transportation etc.
- h) For hiring a crew including Director, Cameraman and other technical & production team- Assistant Directors, Music Director, Editors, Production Assistant, Spot boy, Lighting crew etc.
- i) All post-production charges such as:
  - Script Making, Concept creation & story
  - Visual Storyboard & Art work creation
  - Voiceover recording for two languages (Hindi and English)
  - Location shoot direction including interviews (if required)
  - Studio hire for editing charges
  - Motion graphics, VFX and Animation charges
  - Music composition
  - Film editing
  - Buying of Royalty Free stock footages, Images
  - Any other charges.
- j) Expenses towards travel, boarding and lodging for the entire production and technical crew at the locations.

***NOTE: Cost per minute extra or less in the finally accepted film will be paid to or deducted from the final bill of the party at a rate of 50% of the unit rate (cost per minute) quoted by the agency on a pro-rata basis. This doesn't include the ±10% margin mentioned in the schedule of films.***

**Deliverables (in portable media)**

- i. Master copy of the film/s including dubbed version in final resolution.
- ii. Raw cut of the entire footages shot is the property of NSCD and the same is required to be handed over in the delivery format mentioned above.
- iii. Five copies of the film/s including the dubbed version.
- iv. Copy of the final script in print form (both Hindi and English languages).
- v. Synopsis of the film/s (Word doc or rtf format as well as hard copy).

**Note:** Responsibility for obtaining all necessary permissions wherever required lies on the Agency.

## **Technical Presentation:**

The bidders are required to give a presentation for technical evaluation (Shall be communicated later on for technical qualified bidder) at National Science Centre Delhi either in person or through video conference before the committee in which the bidders will present the following:

1. Detailed information about the Film Director and Subject Expert whom they are planning to engage in the job.
2. What treatment they propose to give to the storyline of each film.
3. Sample Video of 30 sec -1 min duration on “Coal Mining”.
4. At least two recent films of similar nature developed by the agency during last three years.
5. Work order and completion certificate of the two films that are shown to the committee.
6. There will be marking according the QCBS method having the ratio of 70:30 for Technical and Financial selection.
7. The marks obtained during the technical presentation shall be added to the final score of the technical scrutiny of the tender.
8. Distribution of marks for technical presentation shall be calculated on the following basis:
  - 8a. Past work experience (at least 2 films) - 10 marks
  - 8b. Awards, National and International recognitions etc. - 10 marks
  - 8c. Treatment to storyline to each film - 10 marks
  - 8d. Presentation - 10 marks
  - 8e. Sample Video/Film on Coal Mining - 30 marks.
9. No TA/DA will be admissible to the proposer/ applicants. Proposer or their authorized representatives will attend the presentation at their own cost.

**Financial bid of only those bidders shall be opened who will qualify the technical presentation. The decision of the committee, duly appointed by Director, NSCD will be final in this regard and will be binding on all respondents.**

## **Copyright**

NSC, Delhi shall hold proprietary rights on the use, marketing contents, and intellectuals etc. of the final edited films and all shooting materials.

## **ANNEXURE-D1**

### **ENTRY PLAZA**

This movie will be at the entry of the gallery. It should act as a promotional movie for the gallery. It will showcase the process of coal formation, extraction, machines and tools used for extraction of coal, the importance of coal, social and economic impact of coal etc in a very concise and visually attractive manner. The movie will be a theme based visual candy for the visitors with attractive special effects.

## **ANNEXURE-D2**

### **ADOPTION OF LATEST TECHNOLOGIES**

Unmanned Aerial Vehicles (UAVs) , Drones or Remotely Piloted Aircraft System (RPAS) are now being used in the industry for multiple applications

- Settlement Mapping
- Vegetation Cover Mapping
- Blasting Monitoring
- Inspection of vital installations, devices and components at inaccessible areas
- Air Quality Monitoring
- Plantation Height Assessment
- Settlement Mapping
- Drone based Volumetric Measurements of Coal/Overburden Dumps and Excavated Volume in Opencast Coal mines through Photogrammetry Technique
- Hazard identification and mitigation

## **ANNEXURE-D3**

### **BOLTING MACHINE**

Bolting rigs (also called mining bolters) are specialized mining machines designed for drilling holes and installation of safety bolts in roof and walls of underground mining excavations. A life size fiber glass model of such bolting machine will be made and this movie will be played on a TV besides this model.

The movies will explain imminent threat of wall and ceiling collapse during mining operation and explain importance of bolting machines in preventing the mine walls and ceilings from collapsing.

## **ANNEXURE-D4**

### **JOE JOY: THE INVENTOR**

Joseph F. Joy accumulated an impressive 190 patents during his career.

His major inventions were recognized as milestones in the history of underground mining mechanization.

He had pioneered new concepts in hydraulics, modern control and power circuits. His contributions changed forever the way minerals are mined.

**INTRODUCTION**

Important point to be covered in the films as follows:

- 86% of the total oil requirement is imported,
- Only source of energy with reliability
- Coal is going to stay for next four or 5 decades as India moves towards alternate sources of energy.
- Coal will continue to be a key resource component in the advancement of global community.
- At COP26, India has pledged to become a net zero carbon emitter by 2070,
- Coal as affordable access to energy and in alleviating energy poverty throughout the world.

**COAL FORMATION**

Coal is the end product of a sequence of biological, geochemical, and geological processes—or a “coalification” process—originating from plant debris. This will be a central theme movie in the gallery and will involve 3D modelling work to showcase prehistoric era of coal formation. In order to make the film more interesting, visual depiction of formation of earth, carboniferous period prehistoric life and flora & fauna, mass extinction etc to the present day coal mine operation will be covered. This movie will be rendered for large format and full dome format.

**FIRST MILE CONNECTIVITY**

In order to eliminate road transportation of coal in mines, modern miners promote mechanised coal transportation and loading system known as First Mile Connectivity (FMC). Crushing, coal size and quick computer-assisted loading are advantages of coal handling plants (CHPs) and silos with rapid loading systems. Reduced manual intervention, precise pre-weighed quantity, quicker loading, and better coal quality are all benefits of FMC projects. Rakes and wagons efficiently utilised if loading times are reduced. Less traffic on the roads means less pollution and diesel consumption. There will be a working model of conveyer belt and other systems involved in FMC like crusher, washery, etc. this film will be projected on various objects using projection mapping wrapping technology.

**EARTH MOVERS**

Part – 1

Mining machines, dozers, power shovels, long-wall cutters, diggers, dumpers etc. are used in perfect synch to provide much needed coal in time, to keep the industrial wheel running.

Part – 2

- a. JCB
- b. DRAGLINES
- c. SURFACE MINER
- d. LARGE MINING TRUCKS

**SURFACE MINING**

Coal India Limited has 349 mines (as on 1st April, 2021) of which 151 are underground, 176 opencast and 22 mixed mines. Opencast or surface mining is a quarrying technique in which coal seams are relatively near the land's surface

**RECLAMATION AND REHABILITATION**

Mining areas, after exhaustion of coal reserves, offer good potential for promoting tourism by developing eco-parks, sites for water sports, underground visits, golf grounds, avenues for recreation, adventure, bird watching etc.

Over the years, coal companies have kayakalped more than 17 eco-parks by undertaking sustainable mine closure practices. These mining sites are now stable, environmentally sustainable and present a very beautiful site aesthetically.

**COAL INDIA ANTHEM**

A film dedicated to work and functioning of CIL

NATIONAL SCIENCE CENTRE  
(A Unit of National Council of Science Museums)  
Bhairon Road, Near Gate No. 4, Pragati Maidan,  
**New Delhi-110001**

**TENDER No.: NSCD/18011/E-Tender - 22 /2023-24**

TECHNICAL (Techno-Commercial) BID

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

**CHECKLIST**

Sl.No.	Title	Submitted (Yes / No)
1.	Form -1 : Application Form	
2.	Form -2 : Proposer's Experience	
3.	Form -3 : Sample Script	
4.	Form -4: Sample CD / Portable Media of earlier work/s	
5.	Form -5: Details of key personals	

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

**Form -1**

**APPLICATION FORM**

<b>S.N.</b>	<b>Particulars</b>	<b>Details</b>
1.	Name of Proposer	
2.	Name of the firm/company	
3.	Complete Address for communication (Address with pin code, telephone numbers, fax no and emails).	
4.	i Phone /Mobile Number ii Email Id	
5.	Legal status of Organization Is it a registered firm/company? (If a partnership firm, state the name/s and address/es of your partners. If company, state the names and addresses of Directors, photocopies of the certificate of registration should be attached)	Yes/No
6.	i PAN Number ii GST Registration No. iii Average Financial Turnover of the Firm/company during last 3 years	(i) (ii) (iii)
7.	Brief Description of the Proposer's Activities	
8.	Number of years' experience in film making. (Attached work orders of earlier works with other government departments/autonomous bodies /PSUS and other)	
9.	Number of films produced in Science & Technology/ Mobility/Automotive Sector	
10.	Has the Agency/ it's sister concern/any director ever been blacklisted/defaulted by any organization? If yes, please provide details thereof	
11.	State the Name of the Banker including IFSC Code and Account Number of the Tenderer for releasing digital mode of payment	
12.	Whether agreed to accept 30 days' credit Payment Terms as per clause 9 of General Terms & Conditions of the Tender. (Please mention 'Yes' or 'NO')	
13.	Minimum time required to complete the tendered item at NSC, Delhi	
14.	Whether agreed to complete the work as per scope of work (Annexure-G) positively by 60 days as per clause 3 of the General Terms & Conditions of the Tender (Please mention 'YES' or 'NO')	
15.	Enclosed EMD of ₹1,61,500/-	Online Transfer ..... DD No ..... dated ..... drawn on bank .....
16.	Any other relevant information	



**Form -2**

**PROPOSER'S EXPERIENCE**

1. Brief description of the proposer's activities related to video production (attach separately) in the last five years

S.No	Name of the Production	Year of Production	Format	Duration	Language	Organization for which produced	Copy of the work order / documentary proof placed at

2. Experience in the production of Environmental Science, Coal Mining, Coal Geology, Mining Techniques etc. films, if any (Attach separately) in the last three years

S.No	Name of the Production	Year of Production	Format	Duration	Language	Organization for which produced	Copy of the work order/documentary proof placed at

4. Awards, certificates and accolades received for video production/ programmes

S.No.	Programmes	Details

**SIGNATURE OF THE PROPOSER WITH STAMP**

**Form – 3**

**TREATMENT, APPROACH AND SCRIPT**

**Instructions:**

Enclose a detailed sample script for proposed film/s which may include description of contents, visuals, music etc. Present the treatment and approach to be adopted for the film/s. Give a detailed description of how a typical film would look like. The treatment should not exceed 3 pages for each film.

**SIGNATURE OF THE PROPOSER WITH STAMP**

**Form – 4**

**SAMPLE CD / PORTABLE MEDIA OF EARLIER WORKS**

Sample copy of earlier works developed by the applicant

I/ We enclose a sample works developed by our firm/ agency titled \_\_\_\_\_ for \_\_\_\_\_ in USB portable media (to be delivered physically or electronically)

1. Name of the film:
2. Year of production:
3. Brief description of the film (not more than 200 words)
4. Awards/ accolades won by the film, if any:
5. Any other information:

**SIGNATURE OF THE PROPOSER WITH STAMP**

**Form – 5**

**KEY PERSONALS FOR THE PROJECTS APPLIED FOR**

1. Name of the Director
2. Name of the Script Writer(s)
3. Name of the subject expert(s)
4. Other personals in creative team:

(Please attach separate sheets in the following format for the Director/ Script Writer/ Subject expert)

- a. Name of the Director / Script Writer / Subject expert
- b. Address:
- c. Contact Number:
- d. Educational qualifications:
- e. No. of year of working experience:
- f. Brief background of the Director including filmography

**SIGNATURE OF THE PROPOSER WITH STAMP**

**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
GST No.	07AAAAN2541C1Z5