

NATIONAL SMALL INDUSTRIES CORPORATION
NSIC BHAWAN ,OKHLA INDUSTRIAL ESTATE
NEW DELHI-110020

SIC/HO/CC/5(555)/03-07

Dated : 07.06.11

To,

Sub. : Quotation invited for Production of NSIC episode for Radio Program to be Broadcast on All India Radio

Dear Sir,

NSIC proposes to produce a weekly programme on All India Radio Network (FM Rainbow Network). In this context, you are requested to kindly submit your quotations **in two separate closed envelope** in a two bid system i.e a) Envelope I (Technical Bid) and b) Envelope II (Financial Bid) for the production of NSIC episode for the said Program.

The technical bid in **Envelope - I** should contain the following:

1. The firm should have produced atleast one program which was Broadcast on any of the Radio channel (submit copy of work order).
2. The firm should submit copy of service tax registration certificate / income tax /PAN card copy .
3. Submit Bank Draft of amount Rs.4000/- in favour of NSIC, New Delhi(Refundable)

The financial bid in **Envelope II** should contain rates as per the following format:

Description of work	Total Cost (inclusive all taxes) Per episode (inRs).
Production of each episodes which includes conceptualization, script, shooting, voice over, anchoring of each episode, sound recording, editing including artist(s) and background music (duration upto 15 minutes)	

Other Terms & Conditions

- No advance payment will be made.
- Prior to commencement of work, The short listed firm has to submit a pilot episode for this program at their own cost for which no additional payment will be paid by NSIC. The pilot episode will be property of NSIC and can be broadcast as & when required.
- Script / the final episode may be got approved by NSIC prior to submission to AIR for Broadcast. The script may require atleast upto 4 different professional artist in each program having impressive voice to suit the audio and listeners.
- The program may also require you to make a jingle at your own risk & cost
- The production of the program should be as per AIR requirement/ standard and it has to be submitted with script and synopsis.
- One Master CD/DVD of each episode has to be given to NSIC.
- The production of the program is presently for telecast on AIR network as such you have to ensure all technical / broadcast requirement of the AIR including time schedules.
- The unit should have its production facilities in NCR region
- The unit may has to go outside NCR region for recording bytes of NSIC Beneficiary units for which no additional cost will be paid.
- The firm will also be responsible for submission and preview of each episode at AIR. The programme has to be submitted weekly to different AIR stations and as per the terms of AIR prior to the broadcast for no payment will be made.
- NSIC reserves the right to reject all or any offer without assigning any reason thereof.
- NSIC reserve the right to award the work in part or full for successful execution of the work.
- Recorded Bytes of NSIC officers and its attached offices including beneficiary units should be handed over to this office before release of payment.
- NSIC reserves rights to amend/ changes of the episodes in the interest of the corporation prior to telecast at any stage for which no additional payment will be made.

- NSIC would enter into an agreement/undertaking with AIR regarding broadcast of the NSIC programme as such you are also committed to meet their terms and conditions, Further no content should be re-produce in any manner on any channel/Audio and Visual Media etc without the written permission of the undersigned .
- Recorded material of each episode are the sole property of NSIC and no footage in this regards should not be re-used without the written permission of the undersigned.
- NSIC reserve the rights to reject the episode if it is not deemed fit and no payment for the same will be released.
- In case the unit proposes to quit amicably in between this contract you may do so after production of next four episodes & its acceptance for Broadcast by AIR. In case you withdraw suddenly NSIC will be compelled to take suitable action including black list of the unit in all Government Departments & forfeit all due payments.
- In case the work is not completed within above specified period/terms from the date of acceptance of this work order liquidity damage @ 2% per day shall be levied.
- The rates being quoted will be valid for minimum period of one year.

The last date of receipt of offers is 23 June11 in the NSIC CR Section pl.

Thanking you,

Yours faithfully,

Deputy General Manager (CC)