

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 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 produce & atleast one program which was telecast on any of the AIR channel (submit telecast certificate).
2. The firm should have in house complete infrastructure for weekly program production.
3. The firm should submit copy of service tax registration certificate / income tax /PAN card copy .

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

Description of work	No:	Total Cost (inclusive all taxes) Rs.
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 15 minutes)	26 episodes	

Other Terms & Conditions

- No advance payment will be made
- One Master CD/DVD/Cassette 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 firm will also be responsible for submission and preview of each episode at AIR. The programme has to be submitted weekly to AIR and as per the terms of AIR prior to the broadcast.
- Script / the final episode may be got approved by NSIC prior to submission to AIR for telecast.
- If required the short listed firm may be asked to submit a pilot episode at their own cost for which no additional payment will be paid by NSIC.
- The production of the program should be as per AIR requirement/ standard and it has to be submitted with script and synopsis.
- 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 Telecast by AIR. You will also be required to submit all raw footage prior to quitting the contract. 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.

- The full and final payment will be processed for release of Bill after submission of Broadcast certificate by the AIR .
- 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.
- If required, the shortlisted unit may be asked to submit Bank Guarantee and submit an indemnity bond to NSIC.
- The rates being quoted will be valid for minimum period of one year.

The last date of receipt of offers is 12th Aug 09 time 10 am in the NSIC CR Section pl.

Thanking you,

Yours faithfully,

Deputy General Manager (CC)