

Request for Proposal for producing videos of lectures on specific issues

The School of Habitat Studies, TISS is inviting tenders for the production and development of a series of videos based on lectures by scholars and academics on specific issues pertaining to socio-economic problems. It invites bids from suitable solution providers in separate sealed envelopes for Technical and Commercial bids.

Background and context: Thoughtworks Pvt Ltd is supporting the School of Habitat Studies, TISS to undertake the project of producing subject videos based on the shooting of lecture series of scholars and academics on specific issues pertaining to socio-economic problems.

Brief Scope of Work, Specifications and Requirements:

1. Approximately five lecture series are to be made of scholars lecturing on various subjects.
2. The video shooting and footage would be of a time length of approximately 4 hours. The shooting will be done on location in Delhi or Mumbai and other locations if found necessary.
3. The choice of topics and the content will be based on the decisions taken by the Advisory Committee of the project.

Terms and Conditions

1. Bids must include separate sealed envelopes for Technical and Commercial bids.
2. Commercial bids must include the costs for shooting, final production and first editing of the videos. They must also cover costs of power back up for the period of shooting. The travel costs are excluded from the bid and will be considered separately post the successful selection of the bidder and the final decision on locations.

3. Technical Proposal should include the following: A covering letter duly authorized by an authorized person of a firm/company on its letterhead and should be duly signed by the authorized person with his/her name, title and seal. The Letter shall include:
 - Resume of the proposed Project Management team with Name, Designation, qualification & experience details.
 - Proof of implementation of similar projects.
 - A statement of deviations may be included, if applicable.
 - A statement of proprietary information may be included, if applicable.
 - Technical proposal should not indicate any cost aspect directly or indirectly.
 - The Bidder will provide a Project Manager who will act as a single point of contact for all activities regarding this project. The Project Manager should make on-site decisions regarding scope of the work and any changes required therein.
4. Bidder must demonstrate capabilities to shoot and produce videos in Delhi and Mumbai as these are logistically important to shoot the lecture series videos of scholars and academic
5. Bidder should specify only a single solution which is cost-effective and meets TISS's requirement and should not include any alternatives.
6. The final output shall be the property of the TISS-Thoughtworks project and shall be disposed of by them as per the terms of their agreement. The bidder shall have no rights or licensing arrangements with respect to the final output, However credit would be appropriately included in the final output to the party producing the videos.
7. The bidder shall bear all costs associated with the preparation and submission of the

proposal, attending pre-bid meeting, etc. TISS will provide no reimbursement for such costs.

8. To assist in the scrutiny, and evaluation the Institute at its discretion, may ask some or all bidders for any clarifications of their offers.
9. Institute may accept or reject any or all bids in part or in full without assigning any reason and does not bind itself to accept the lowest bid. The Institute at its discretion may change the quantity, upgrade the criteria, and drop any item or part thereof at any time before or after placement of the order.
10. The successful tenderer, on acceptance of his tender by the accepting Authority, shall within 15 (Fifteen) days from the stipulated date of start sign the agreement on Non judicial stamp paper of requisite value.
11. In case of any dispute arising out of this contract during the progress of the work or after the cancellation, termination, completion or abandonment, the decision of the project director, Prof. T. Jayaraman, Professor, School of Habitat Studies, TISS, shall be final and binding.
12. Bidders are requested to offer the best price (inclusive of taxes), along with other terms and conditions on or before 30th August 2016 by 5.00 pm in sealed envelopes duly superscribed 'Proposal for production of Videos of Lectures on Socio-Economic Issues' (Technical-Information only) and 'Proposal for production of Videos of Lectures on Socio-Economic Issues' (Commercial-Information only).

13. Both the envelopes should be enclosed in a bigger single envelope super scribing
“TISS-Thoughtworks Project” and the same should be addressed and forwarded to :
Prof.T.Jayaraman, Project Director, Professor, School of Habitat Studies, Tata Institute
of Social Sciences V.N. Purav Marg, Deonar, Mumbai 400088

Bids received after the deadline will not be considered.