

**ODISHA STATE OPEN UNIVERSITY**  
**G.M. UNIVERSITY CAMPUS, BUDHARAJA, SAMBALPUR, 768004**  
**Contact: 0663-2521-600/700, Mail: office@osou.ac.in**

No. - OSOU/2018-19/ 143

Date – 21.01.2019

**Tender Call Notice**

Sealed Tenders are invited from specialized production agencies, Audio Visual production firms or production houses for Preparation of audio/video lectures on different programmes offered by Odisha State Open University. The terms and conditions and the detailed specification of the items can be downloaded from the University website i.e. <http://osou.ac.in> or can be obtained from the office of the Registrar, Odisha State Open University, G.M. University Campus, Sambalpur (in between 11:00 AM to 05:00 PM) only. Interested firms and authorized agencies may visit the University Campus at their convenience for survey and accordingly submit their offer along with the copies of valid GST Registration Certificate, latest GST Return, PAN and latest Income Tax Return Certificate and experience if any, the relevant documents to **"The Registrar, Odisha State Open University, G.M. University Campus, Budharaja, Sambalpur, 768004"** by **hand / Registered/Speed Post only by 03:00 PM of Dt.14/02/2019.**

The tender will be opened on **Dt.14.02.2019 at 04:00 PM** in presence of the authorized representatives (if present) of the firms. All the documents should be enclosed with a sealed envelope which must be superscripted as **"Tender for Preparation of audio/video lectures on different programmes offered by Odisha State Open University"**. The Financial Bid of only those tenders will be opened whose technical bids are found in order. The date, time and place of opening of Financial Bid will be communicated after evaluation of Technical Bid. The University shall not be responsible for any Postal delay.

Copy to University Notice Board & Website for wide circulation.

  
Registrar 21.1.19  
**REGISTRAR**  
**Odisha State Open University**  
**SAMBALPUR**

## **Instruction to the Bidder: -**

**Preparation Bids:** - The tenders should be submitted under two bid system (i.e.) Technical bid and Financial bid. Both Technical Bid and Financial Bid should be sealed separately and clearly super scribed with Technical Bid/Financial Bid (as applicable) along with the Tender No. and Due Date. Both Technical and Commercial Bid must be sealed inside a big envelope and super scribed Tender No. and Due Date clearly. The bidder's name must be written on all the three envelopes. All pages of the both the bids must be signed by the Authorized signatory of the bidder. The Earnest Money Deposit in original must be submitted along with the Technical Bid.

**Bid Validity-** Bid should be valid for a period of **180** days from the due date of Tender submission. Bidder should clearly indicate validity of the bid.

**Delivery of the tender:** -The tender shall be sent to "The Registrar, Odisha State Open University, G.M. University Campus, Budharaja, Sambalpur, 768004" by **hand / Registered/Speed Post only by 03:00 PM of Dt.14/02/2019** so as to reach our office before the due date and time specified in our Schedule. The University shall not be responsible for any Postal delay.

**Opening of the tender:** -The offer/Bids will be opened by a committee constituted for this purpose. The Technical bids will be opened first and it will be examined and evaluated by a Technical committee and give its recommendation about qualification/disqualification of Technical Bid. The financial bids will be opened only for the offer/bids of technically qualified bids. The bidders, if interested may participate on the tender opening Date and Time. The bidder should produce authorization letter from their company if any to participate the tender opening. Only one representative (if present) will be allowed to participate the tender opening.

  
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**Important Conditions of the tender to be abide by the bidder: -**

**Earnest Money Deposit (EMD):** The bidder should submit an EMD amount of **Rs.50,000/-** (Rupees Fifty thousand) only along with the Technical Bid in shape of Demand Draft from a scheduled bank drawn in favor of **Odisha State Open University, Payable at Sambalpur**. The Technical Bid without EMD would be considered as summarily rejected. The EMD will be returned without any interest to the unsuccessful bidders within 30 days from evaluation of Tenders. EMD for successful bidder shall be returned without any interest after submission of Performance Security. If any firm withdraws/alters his submitted Tender after Due Date, the EMD shall be forfeited. If a firm which is awarded the contract violates any of the terms and conditions, it shall be blacklisted and its EMD shall be forfeited. If a firm which is awarded the contract violates any of the terms and conditions, it shall be black listed and its EMD shall be forfeited. The bidder may please note that the tender once submitted will not be altered after the expiry of the deadline for receipt of tender till the date of validity of proposals and if they do so, their EMD will be forfeited.

**A sum of Rs.1000/-** (Rupees One thousand only) shall be deposited by the intending bidders in the shape of Demand Draft from a scheduled bank drawn in favour of **Odisha State Open University, payable at Sambalpur** as cost of tender paper which is non-refundable.

**Security Deposit:** Security deposit of **Rs.1,00,000/- (Rupees One Lakh only)** (Refundable) to be deposited by the successful bidder in shape of Bank draft from a scheduled bank within 30 days of placement of work order which should be valid up to one year. The security deposit amount will be forfeited if the work is not satisfactory during the period. The Security Deposit shall be refunded to the supplier without any interest.

**Delivery Schedule:** - 100% payment shall be made after satisfactory supply of Audio Visual materials. Terms of advance payment is not applicable.

**Acceptance and Rejection:** - The Competent Authority reserves the right to modify or cancel any or all the tender(s) without assigning any reason thereof. The Competent Authority shall have the rights to alter, modify or delete any terms or conditions before Finalization of the tender.

**Disputes and Jurisdiction:** - Any dispute arising out of transaction shall be subject to the jurisdiction of Sambalpur Court.

**If a firm which is awarded** the contract violates any of the terms and conditions, it shall be black listed and its EMD shall be forfeited.

**The Tender** shall be submitted by hand/Post addressed to **“The Registrar, Odisha State Open University, G.M. University Campus, Budharaja, Sambalpur-768004”**.

**Deductions** (GST & TDS) and taxes shall be deducted as per the Government guidelines.

**Payment:** - 100% payment shall be made after satisfactory supply and delivery within due date and submission of calibration certificate as applicable. Terms of advance payment is not applicable.

  
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**Eligibility criteria & Documents to be submitted: -**

- Having at least three years' experience in producing audio-visual material, including video and audio programmes.
- A minimum of five productions (audio/video) jobs undertaken during the last three years.
- The bidder has to submit a copy of the balance sheet (including profit and loss account, auditor's reports, and IT returns) for the last three financial years i.e. 2015-2016, 2016-2017, and 2017-2018.
- The Empanelment of production firms shall be initially for a period of one year. This may be extended for another one-year subject to satisfactory performance of the production firms.
- The bidder must have valid **GST Registration Certificate, Latest GST Return, PAN and Latest Income Tax Return Certificate (ITR)**.
- All purchase shall be subject to approval of appropriate authority.
- The bidder should sign each page of bid document with seal as token of acceptance of all terms & conditions of the bid documents.
- Income tax clearance certificate/PAN No and the Income Tax returns for the last three years.

  
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### **Scope of Work:**

The detailed scope of the assignment is outlined as follows:

- Collection & Compilation of information and material available from the OSOU (available sources) and other sources (Resource Person). Beginning Montage, OSOU Logo, Aston plate, end scroll etc. will be provided by OSOU.
- Both Field and studio shooting necessary
- Development of Audio-visual Content/ scene coverage/ voice & text input to elucidate the importance of the topics
- Capturing High Definition video/ still photographs for the need of the content
- Composition/ Editing of the captures video/ audio/ still photographs to develop the final Audio-visual content
- Production of Audio-visual software in desired format under such specifications – (as per the guidelines for developing online courses for SWAYAM on June 1<sup>st</sup> 2017.)
  - A. **Video recording format- 1920x1080 pixels**
  - B. **Video aspect ratio- 16:9 (widescreen)**
  - C. **Module Delivery: 1080i following MPEG-4 AVC Compression.**
  - D. **Audio Channel 1 to have Mixed Audio Track.**
  - E. **Font size: Heading: 24-30; Sub-heading: 22-26; Body: 20-24;**
  - F. **Full screen Video Frame.**
  - G. **All graphs and diagrams must have clear font.**
  - H. **Video frame to maintain 6-8% headroom;**
  - I. **Video quality and Audio levels should be constantly monitored while recording.**

### **Deliverables:**

The deliverables for development and production of the Audio-visual software is outlined as follows.

- i) High Definition Audio-visual software in specified format (10-15 minutes with voiceover and music in HD digital format).
- ii) Voiceover should be multilingual (English, Odia, Hindi & Sanskrit)

### **Timeline:**

Development & Production of the audio/video lectures will be completed in **6 days** from the date of order.

  
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**EMPANELMENT OF PRODUCTION FIRMS FOR PREPARATION OF  
AUDIO-VISUAL PROGRAMMES:**

1. Name of the Executive Producer:

2. Name of the organization:

- Office Address in full:
- Residential address of the Executive Producer:
- Telephone no.: Off: Res:
- Mobile No.:
- E-Mail Id:

3. Contact Address

- Contact Person:
- Telephone no.:
- Fax no.:
- E-Mail:

4. Do you have your own studio?

(If yes, video or audio or both please mention)

- Address:
- Telephone no.:
- Fax:
- E-Mail:
- Is the studio(S) fully owned by own organization or in partnership with some other organization?  
(Please attach list of shooting, recording, editing and other equipment and facilities along with documentary proof of ownership of studio and equipment)

5. Details of the Bank Draft/Pay Order towards EMD (Amount, date of issue, issuing branch and bank etc.):

6. Is it a registered firm/company? Yes/No

(Copy of the certificate of registration to be attached)

8. Details of Professional Qualification and Experience if any of the firm:

(Attach extra sheet if necessary) (Supporting documents be attached)

**Signature of the authorized Person  
with Seal**

**Price to be quoted for:**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Total Cost (INR)</b>
1	Audio Programme Production (10-15 Minutes Duration) [For Broadcasting]	
2	Video Programme Production (10-15 Minutes Duration) [For Telecast]	

**Date:**

**Seal:**

**Signature:**

**Signature of the authorized Person  
with Seal**

**DECLARATION**

I \_\_\_\_\_ (Executive Producer) solemnly affirm that the facts stated above are correct and nothing has been withheld. If any information submitted above is found to be false or fabricated, I may be liable to be suspended and/ or debarred from empanelment with OSOU.

Signature \_\_\_\_\_

Full Name \_\_\_\_\_

Date \_\_\_\_\_

Official Seal

**Note:**

1. Please attach sheets wherever necessary.
2. All the enclosures should be properly annexured and serial numbered.
3. Please ensure that application form is complete. Incomplete applications form would not be considered.
4. Last date for submission of complete application in prescribed proforma along with relevant document and demand draft is Dt.14.02.2019.