

**National Health Systems Resource Centre**  
**NIHFW Campus, Baba Gang Nath Marg, Munirka, New Delhi -110067**  
**Tel+91-11-26108983, 84, 92, 93, FAX +91-11-26108994**  
**WEBSITE: [www.nhsrccindia.org](http://www.nhsrccindia.org)**

**File No. – NHSRC/12-13/Tender/Print/01**

**REQUEST FOR PROPOSAL FOR EMPANELMENT OF GRAPHIC MOTION  
DESIGNER, VIDEOGRAPHER, AUDIOGRAPHER, ILLUSTRATOR,  
EDITOR/PROOFREADER AND ANIMATORS**

On behalf of the Executive Director, NHSRC, the Intender, sealed tenders are invited for hiring in a two-bid system (Technical & Financial) from reputed and experienced agencies having experience of service related to Video/audio Content Creation & Editing, Illustrations, Graphics and Animations including other material.

**About NHSRC**

National Health Systems Resource Centre (NHSRC) is a technical support wing of Ministry of Health & Family Welfare, Govt. of India. NHSRC acts as a nodal agency for channelising the Technical Assistance (TA) to central and state governments for effectively implementing the NHM, with a specific focus on health system strengthening, capacity development and comprehensive Primary Healthcare. The Key technical areas of NHSRC are Community Processes, Healthcare Financing, Healthcare Technology, Human Resources for Health, Public Health Administration, and Quality Improvement in Healthcare.

**Invitation for bids**

Document download/sale Start date & time	12 Noon on September 16, 2021
Last date and time for bid submission	6 PM on October 05, 2021
Pre –bid meeting	Virtual meeting to be held on September 27, 2021. <b>Link will be uploaded on the NHSRC website.</b>
Technical bid opening date and time (Only one representative allowed per agency)	3 PM on October 14, 2021
Financial bid opening date and time (Only one representative allowed per agency)	3 PM on October 21, 2021
Website for downloading the tender document, corrigendum's etc.	<a href="http://www.nhsrccindia.org">www.nhsrccindia.org</a>
Bids/queries to be addressed to	The PAO, NHSRC

	NIHFW Campus, Baba Gang Nath Marg, New Delhi- 110067
Period/Extension of contract	Up to March 31, 2022, from the date of award of contract with an option of extension for a further period of two years at the same rate; terms and conditions subject to provision of satisfactory services and at the sole discretion of NHSRC.
Performance Security (for finalized bidder only)	A lump sum for the complete year as per mutual consent by both the parties.

### **Scope of work**

Tender are invited from agencies who undertake the following works in totality or partially.

<b>S.no</b>	<b>Item</b>	<b>Description</b>
<b>1.</b>	Graphics & Animation	The Agencies should produce graphics/animations/multimedia files for the supplied storyboard using the latest 2D and 3D animation techniques.
<b>2.</b>	Video Production/ Still photography	<ol style="list-style-type: none"> <li>1. Production of Video Spot with/without music comprising words/script including script writing.</li> <li>2. Besides dubbing, regional content, characters, outdoor shootings in regional locations, languages graphics animations etc to ensure regional look to the video.</li> <li>3. Re-recording and re-editing of video, if script is changed after production is carried out, NHSRC to be called again for recording and script editing.</li> <li>4. Availability of facilities like a professional studio, and equipment like Camera, licensed software's, and lights etc.</li> <li>5. Photos and photo editing.</li> </ol>

<b>3.</b>	Audio Production	<ol style="list-style-type: none"> <li>1. Production of creative audio in multiple regional languages to ensure regional look with/without music comprising words/script including script writing.</li> <li>2. Re-recording and re-editing of audio, if script is changed after production is carried out, NHSRC to be called again for recording and script editing.</li> </ol>
<b>4.</b>	Illustrations	Conceptualize, and illustrate (sketched/coloured) for various health related publications.
<b>5.</b>	Translations, Editing and Proof Reading	<ol style="list-style-type: none"> <li>1. Translating the assigned material into multi-languages per the nomenclatures and terms used in the development sector.</li> <li>2. Edit the document in terms of any grammatical errors, simplifying languages, punctuations etc.</li> </ol>

### **Eligibility Requirements**

At the time of the closing date for applications, candidates must fulfil all the following conditions:

<b>S. No.</b>	<b>Criteria</b>	<b>Requirement</b>
1	Financial Turnover	Annual turnover should be 5 Lakh and above
2	Experience	Agencies must have experience for at least a minimum period of 3 years in Motion, Graphic, and Animations. Every task as defined in the “ <i>Scope of Work</i> ”.
3	Manpower	The Agency should be able to provide a dedicated team for timely production and supply of the material and collaterals tendered for.
4	Location	The Agency must have an office in Delhi NCR.

**Note: Working with Central/State Governments would be an added advantage.**

### **Assessment of proposals**

Proposals received will be assessed by a committee constituted for the purpose. The Committee will technically evaluate proposals of eligible agencies as per tender requirement.

The financial bids are only opened for bidders that pass the technical assessment.

NHSRC reserves the right to award one or more than one agency for the above said requirements as per the finalized bidder contracted a rate which is at L1 rate, terms, and conditions and, to place order for a part item/combination of the quantity offered. NHSRC will award the contract to the Tenderer whose bid has been determined to be substantially responsive to the tender document and who has offered the lowest quotations, provided further that the tenderer has the capability and the resources to carry out the tender effectively. The contract shall not be awarded merely because the rate quoted is low but the competence of the firm in relation to managerial capabilities, sustainability, track record, technical soundness etc. shall be given due consideration and the final decision will be based on all these parameters.

### **Amendment of Bidding Document**

- a) At any time prior to the deadline for submission of the Bids, the tendering authority may amend the Bidding document by issuing Corrigendum/ Addendum.
- b) Bidders are requested to see the tender site [www.nhsrccindia.org](http://www.nhsrccindia.org) or regularly before due date of submission for any probable corrigendum which could be uploaded subsequently against this tender.

### **Documents comprising the Bid**

- a) Two Envelope/ Cover system shall be followed for the bid.
  - Technical bid documents in one cover/ envelope super scribed TECHNICAL BID
  - Financial bid in the other envelope super scribed FINANCIAL BID
- b) The Technical Bid shall consist of the following documents –

S.no	Documents Type	Document Format
1	Covering letter (Technical Bid)	Covering letter duly signed by the authorized signatory
Technical Documents		
3.	Checklist for Pre-Qualification cum Technical Bid	Annexure I
4.	Additional Information Form	Annexure II
5.	Income Tax Return & PAN Number	Annexure III

6.	Certified copies of the work order	Annexure IV
7.	Declaration by the Bidder	Annexure V
8.	Self-declaration –No blacklisting	Annexure VI
9.	Technical Evaluation	Annexure VII

c) The Financial bid shall include the following documents –

S.no	Documents Type	Document Format
1.	Covering Letter	Covering letter duly signed by the authorized signatory
2.	Financial Bid Table	Annexure VIII

- d) Proposals should be submitted through Speed Post/Registered Post only.
- e) Proposals submitted through Telex/Telegraphic/Fax/Email/by hand will not be considered and shall be summarily rejected.
- f) Proposals received after due date stipulated in this document for submission mentioned in this RFP shall not be considered and shall be summarily rejected.

### **Disqualification**

NHSRC reserves its right to reject bids on the below criteria:

- a) Incomplete/conditional applications
- b) Misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements.
- c) If the address, telephone, email, or any information of two or more different bidders are found same or any similarity found during evaluation, the quotation provided by the bidders will not be considered and both the bidders will be disqualified.
- d) Submitted more than one bid.
- e) Is found to canvas or attempt to influence in any manner for the qualification or selection process, by offering bribes or other illegal gratification.

## **Standard Condition of RFP**

### **1. Delivery Period:**

The jobs assigned are both times bound and on urgent basis. The agencies would be required to complete the jobs within the time frames set by NHSRC, failing which penalty clauses would be applicable. The Agencies will have to work in coordination with the NHSRC for a particular assignment.

**2. Tax Deduction at Source:** Tax deduction at source shall be governed as per prevailing Income Tax rules.

**3. Penalty Clause:** Penalty in case of undue delay in execution of work allotted, submission of erroneous tenders, under performance, could be in the form of deduction from the total amount payable to the agency for the work awarded, de-empanelment of the agency or any other action deemed appropriate.

**4. Signing of Contract:** The successful bidder shall also execute a separate agreement after giving the Letter of Award.

### **5. Termination by Default:**

- a) NHSRC reserves its right to terminate the contract of any agency / agencies with the provision of thirty (30) days prior notice in writing or with immediate effect in case of change in the Government procedures or unsatisfactory services.
- b) If the qualified bidder/Agency fails to begin work on the date agreed, or to implement the work in accordance with the terms of the Contract.

**6. Force Majeure:** Neither party will be liable in respect of failure to fulfil its obligations, if the said failure is entirely due to Acts of God, Governmental restrictions or instructions, natural calamities or catastrophe, epidemics, or disturbances in the country. The party affected by an event of Force Majeure will immediately notify the other party of such an event and will also notify the unaffected party on cessation of disability resulting from such Force Majeure act.

### **7. Performance Review:**

- a) NHSRC will periodically review the performance of the empaneled agencies and reserves its right to withdraw their empanelment at any time.
- b) NHSRC will act as deemed fit in cases of underperformance, submission of erroneous bids, irregularity in participation in NHSRC's tender processes / bids, etc. Action taken could include removal of the agency from the empaneled list.
- c) Consortium of Agencies/Sub-Contract of work is not allowed without prior permission of NHSRC.

### **8. Non-disclosure of rate contract documents:**

The bidder/agency/agencies shall maintain total confidentiality and promise to not enter into any undisclosed agreement or understanding with other bidders with respect to prices, specifications, certifications, and subsidiary contracts. Such disclosure shall disqualify the bidder from participating and debar the bidder from participating in future bid with NHRSC for one year.

### **9. Intellectual Property Right:**

- a) All rights of intellectual property, including copyright in the Tender Documents, drawing, data and technical and other pictorial and written information supplied to the tender by the NHSRC, shall be and always remain the property of NHSRC.
- b) Reproduction in whole or in part without written permission of NHSRC is prohibited and is infringement of copyright vested in NHSRC.

**10. Bid Security Declaration:** The bidder in view of the office memorandum by Ministry of Finance, dated 12<sup>th</sup> November 2020, is not required to submit any Earnest Money Deposit.

In view of the said notification the bidder shall sign a “Bid Security Declaration” accepting that if the bidder withdraws or modifies the bids during the period of validity of the bid, or if the bidder is awarded the contract and bidder fail to sign the contract, or to submit a performance security before the deadline defined in the request for proposals document, the bidder will be suspended for the period of one year from participating in the future bids. The Bid Security Declaration is **Annexure IX** to this agreement.

### **11. Performance Security:**

- a) The successful bidder shall furnish the lumpsum of performance security for the complete year as per mutual consent by both parties.
- b) The successful bidder shall furnish Performance Security for an amount as indicated above to ensure due performance of the contract within fifteen days (15) or earlier from the date of receipt of communication from NHSRC informing ‘Acceptance of Bid’.
- c) The Performance Security shall be furnished in form of a Demand draft/ Pay order /Bank Guarantee/Fixed Deposit Receipt (FDR), NEFT/RTGS in favor of “National Health Systems Resource Centre”
- d) In case the Performance Security is submitted in form of Bank Guarantee/Fixed Deposit Receipt (FDR) shall remain valid for a period of 60 days beyond the date of completion of all contractual obligations of the work order.
- e) Failure of the bidder to submit the above-mentioned Performance Security shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security.



- f) The Performance Security as mentioned in the sub-para (i) above shall be released on satisfactory completion of all contractual obligation.

**12. Annulment of Award:** Failure of the successful bidder to comply with the terms and conditions of the contract/work order shall constitute sufficient ground for the annulment of the award in which case NHSRC may award the contract to any other bidder at its own discretion or call for new bids.

**13. Communication of Acceptance:**

Acceptance of tender by the Indenter will be communicated by registered letter/ speed post/ fax/e-mail or through formal letter of 'Acceptance of Bid' or 'Work Order' informing amount of Performance Security to be deposited. The award of work order, when issued to successful bidder, constitutes the contract with collateral supports from terms and conditions of the tender limitation notices as well as formal agreement on non-judicial stamp paper if any, all of which finally form the contractual obligations to be adhered to / performed by the bidder. Non-performance of any such obligations make the bidder liable for consequential effects.

**14. Disclaimer:**

The near relatives of employees of NHSRC are prohibited from participation in this tender. The near relatives for this purpose are defined as:

- (a) Members of a Hindu Undivided Family.
- (b) The one is related to the other in the manner as father, mother, sons(s), son's wife (daughter-in-law), Daughter(s) and daughter's husband (son-in-law), brother (s) and brother's wife, sister(s) and sister's husband (brother-in-law)
- (c) Their husband and wife.

**15. Indemnification:**

The Bidder/Supplier shall, at its own expense, defend and indemnify the owner against all third-party claims. The Bidder/Supplier shall expeditiously extinguish any such claims and shall have full rights to defend itself there from. The Indenter shall not pay any compensation to a third party resulting from such infringement and the Bidder/Supplier shall be fully responsible for the same, including all expenses and court and legal fees.

The Indenter will give notice to the Bidder/Supplier of any such claim without delay, shall provide reasonable assistance to the Bidder/Supplier in disposing of the claim, and shall at no time admit any liability for or express any intent to settle the claim. Final payment to the Bidder/Supplier by the Indenter will not be made while any such suit or claim remains unsettled.

## **16. Payment Terms & Conditions:**

The term 'payment' mentioned in this part includes all types of payment due to the contractor arising of this contract excluding Security Deposit governed by separate clauses of the contract.

- The payment will be released to the agency on receipt of invoice inclusive of all taxes, based on work achievement and satisfactory performance. Statutory deductions (TDS, TDS on GST) as per norms will apply to all payment.
- All payments shall be made by NEFT and RTGS only at each stage preferably in the second week of following month in respect of previous month (in case of month by payments). However, no interest or penalty would be paid by NHSRC in case of delay in payment due to official reasons.
- No payment shall be made in advance.
- Any penalties/ liquidated damages, as applicable, for delay and non-performance, as mentioned in this bidding document, will be deducted from the payments for the respective milestones.

## **17. Arbitration:**

All disputes and differences arising out of, or in any way, concerning this agreement (except those, the decision whereof is otherwise, hereinbefore provided for) shall be referred to mutually agreed sole arbitrator by both the parties. The award of the arbitrator so appointed shall be final and binding on both the parties.

**18. Governing Law:** The Governing Law shall be laws of India and jurisdiction shall be subject to the court of Delhi only.

**19. Quote Rate:** The bidder who will quote lowest rates in all the items will be treated as lowest one. In the event, it is found that none of the bidder has quoted lowest rates in all the items, then lowest rates of all the items from all the bids will be treated as the lowest rates and these lowest rates received or rates as ascertained by NHSRC which shall not be higher than received lowest rates would be offered to all the bidders. The bidder who will accept the lowest rates of NHSRC would be kept on the panel of NHSRC. The bidders on the panel will be treated at par and work to these bidders would be awarded on distribution basis.

## **20. Other Important Information:**

- a) Telegraphic/ Telex/ Fax/ Email and letterhead quotations are not acceptable and will be rejected.
- b) The bidder shall have no right to modify/ alter/ amend/ delete any terms/ conditions mentioned in tender document after the last date and time of submission of Tender Bid. Any failure on the part of the contractor to observe the

prescribed procedure and any attempt to canvas for the work will prejudice the contractor's quotation.

- c) In case the date of opening of tenders is declared a holiday for unexpected reasons, the tenders shall be opened at the same time on the next working day.
- d) Tenders shall be opened in the presence of tenderers or their authorized representatives if they wish to attend (only 1 rep).

Signature of the Bidder  
(Authorized Signatory)

Witnesses: -

- 1.
- 2.

**Annexure - I**

**Checklist for Pre-Qualification cum Technical Bid**

Following documents are required to be submitted in the Pre- Qualification cum Technical Bid in a Sealed Envelope Super-scripted **“TECHNICAL BID”**

<b>Sl. No.</b>	<b>Items to be submitted</b>	<b>Remarks</b>
1.	Covering letter indicating the list of all enclosures.	
2.	Original/downloaded tender document duly filled in, signed, and stamped by the bidder or his authorized representative of the bidder.  Additional Information of the Bidder duly signed by the bidder or authorized representative of the bidder in the Performa and format as given in <b>Annexure-II</b> .	
3.	Attested Copies of following <b>Annexure –III</b> (a) Income Tax Return for the last three years (b) Annual turnover (Only for agencies) (c) PAN No/TIN No. (d) Service Tax Registration Certificate (Only for agencies)	
4.	Proof of successfully providing of the similar services i.e., certified copies of the work order for providing similar services for any other Govt. Institutions or reputed private institutions in Delhi or NCR in the recent past (during last three years) along-with endorsement from the concerned Institution. <b>Annexure – IV</b>	
5.	Undertaking to accept Terms and Conditions of the Tender document and to comply with them as per <b>Annexure - V</b> (on Non-Judicial stamp paper of denomination of Rs. 50/-)	
6.	Letter stating - (a) Proof of operation for 3 years (b) Availability of in-house facilities	As per Clause 2 (a) Clause 2(g)

**Signature of Bidder**  
(Prop. / Partner/ Authorized Signatory)  
Name & Address with Seal of the firm

**(FOR OFFICIAL USE ONLY)**

**TECHNICAL BID**

**Additional Information**

**(To be submitted in a sealed envelope to PAO, NHSRC, NIHFWS Campus, Baba Gangnath Marg, New Delhi, so as to reach before the last date and time of the closing of the bid)**

1. Name & Address of Bidder/ Indian Agent:
2. Permanent Income Tax A/c No. of the bidder:
3. Name & Address of Banker of the Bidder:
4. Business Name and constitution of the Bidder firm.

Also state if the firm is registered under

- (i) The Indian Companies Act, 1956
- (ii) The Indian Partnership Act, 1932
- (iii) Any act, if not, who are the owners (Please give full Names and Address)

5. For partnership firms state whether they are registered or not registered under Indian Partnership Act. 1932. Should the answer to this question by a partnership firm be in the affirmative, please state further: -

(i) Whether by the partnership agreement authority to refer disputes concerning the business of the partnership to arbitration has been conferred on the Partner who has signed the tender.

(ii) If the answer to (i) is in the negative, whether there is any general power of attorney executed by all the partners of the firm authorizing the partner who has signed the tender to refer dispute concerning business of the partnership to arbitration.

6. State whether business dealing with you has been banned by any Central/ State Government Organization? If so, give details.

**Signature of witness**

Full Name and Address of Witness  
(In BLOCK LETTER)

**Signature of Bidder**

1. Full name & address of Person signing

2. Whether signing as Proprietor/  
authorized by company.

Partner/ Constituted Attorney / duly

**Annexure - III**

**Income Tax Return & PAN Number**

Self-Attested Copies of IT Return & PAN Number, as required by this Tender Enquiry is being submitted along with this tender as per details given below: -

Details	Remarks
Copies of Income Tax Returns for the Financial Years (for last three years)	
Copy of Permanent Account Number	
Copy of Service Tax Registration Number	
Copy of VAT/Sales Tax Registration Number if any	

**Signature of Bidder  
(Prop. / Partner/ Authorized Signatory)  
Name & Address with Seal of the firm**

**Certified copies of the work order**

Proof of successfully providing of the similar services i.e., certified copies of the work order for providing similar services for any other Govt. Institutions or reputed private institutions in Delhi or NCR in the recent past (during last five years) along-with endorsement from the concerned Institution

(a) Whether any work of Govt. or Semi Govt. Dept or Reputed Private Organization has been done in previous year Y/N\_\_\_\_\_

(b) It yes, furnish full details \_\_\_\_\_  
\_\_\_\_\_

**Signature of Bidder  
(Prop. / Partner/ Authorized Signatory)  
Name & Address with Seal of the firm**

**UNDERTAKING**

(To be submitted on Rs. 50/- stamp paper)

**Declaration by the Bidder**

I/We \_\_\_\_\_ hereby declare that:

1. I/We am/are the provider Video/audio Creation & Editing, Illustrations, Proofreader, Editor, Graphics and Animations related services duly recognized by the Govt. of India/State Govt./Any other reputed Public Institution/Body have examined the above-mentioned tender document including amendment/corrigendum (if any) the receipt of which is hereby confirmed.
2. I/We do hereby offer to provide the Video/audio/Editing/Graphic etc. related services at the prices and rates mentioned in the price bid.
3. I/We agree to abide by my/our offer for a period of 180 days from the date of opening of the tender.
4. I/We have carefully read and understood all the Terms and Conditions of the tender and shall abide by them.
5. I/We agree for all clauses and payment terms & conditions of this tender enquiry. In case any condition put forth by us is against the terms & conditions of tender, the same shall be treated as to be having no affect whatsoever and that the tender terms and conditions shall only prevail upon such conditions, if any.
6. I/We agree that in the event of any dispute or differences, the decision of the Executive Director, NHSRC New Delhi shall be final and binding on me/us.
7. The tender document has been downloaded from the official website i.e., [www.nhsrindia.org](http://www.nhsrindia.org) and/or tender website in for bidding purpose and is a true copy of the original.
8. I/we hereby undertake that none of my relative (s) as defined in Disclaimer Clause of Annexure I is/are employed in NHSRC.

**Signature of Bidder  
(Prop. / Partner/ Authorized Signatory)  
Name & Address with Seal of the firm**



**SELF-DECLARATION – NO BLACKLISTING {to be filled by the bidder}**

To,

{Tendering Authority},

\_\_\_\_\_ ,

\_\_\_\_\_ ,

In response to the Tender No. \_\_\_\_\_ dated \_\_\_\_\_ for Empanelment of Agencies on Agreed Financials, as an Owner/ Partner/ Director of \_\_\_\_\_, I/ We hereby declare that presently our Company/ firm \_\_\_\_\_, at the time of bidding, is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central government/ PSU. If this declaration is found to be incorrect then without prejudice to any other action that may be taken and our bid, to the extent accepted, may be cancelled.

Thanking you,

Name of the Bidder: -

Authorized Signatory: -

Seal of the Organization: -

Date:

Place:

## ANNEXURE-VII

### Evaluation Criteria

S. No.	Parameters	The award of marks will be as under			Max. Marks
1	Financial Capacity (Annual Turnover)				20
2	Agency Experience	Experience	Marks		20
		5-10 years or more	20		
		3-5 years	15		
		3 years	10		
3	Sample work (2 to 5 samples) (To be judged on the quality)				20
4	Skilled Manpower (The agency to give undertaking, as applicable detailing the strength/number of professionals and their experience)	Experts	Experience	Marks	40
		Graphic Designer	5-10 years or more	05	
			3-5 years	03	
		Animators	5-10 years or more	05	
			3-5 years	03	
		Photographer	5-10 years or more	05	
			3-5 years	03	
		Videographer	5-10 years or more	05	
			3-5 years	03	
		Audiographer	5-10 years or more	05	
			3-5 years	03	
		Illustrator	5-10 years or more	05	
			3-5 years	03	
		Translator	5-10 years or more	05	
			3-5 years	03	
		Editor and Proofreader	5-10 years or more	05	
			3-5 years	03	

**FINANCIAL BID**

- 1) The cost is inclusive of all taxes.
- 2) As per the instructions of Central Vigilance Commission, no negotiation will be made except with the lowest tenderer. The bidder who will quote lowest rates in all the items will be treated as lowest one. In the event, it is found that none of the bidder has quoted lowest rates in all items, then lowest rates of all the items from all of bids will be treated as the lowest rates and these lowest rates received or rates as ascertained by NHSRC which shall not be higher than received lowest rates would be offered to all the bidders unless decision to cancel the process is taken. The bidder who will accept the lowest rates of NHSRC would be kept on the panel of NHSRC and the bidders who will be on the panel will be treated at par and work to these bidders would be awarded on distribution basis.

**Quotation for work (inclusive of all taxes)**

<b>Item</b>	<b>Specification</b>	<b>Costing</b>
<b>Animated video (2D - Up to 5 Characters)</b> (Includes Script writing, Dubbing, Language version, HD Format, Voiceover, shooting, Editing, Music etc)	<b>Up to 1 Min</b>	
	<b>1- 2 Min</b>	
	<b>Every additional 30 seconds</b>	
<b>Animated video (3D - Up to 5 Characters)</b> (Includes Script writing, Dubbing, Language version, HD Format, Voiceover, shooting, Editing, Music etc)	<b>Up to 1 Min</b>	
	<b>1- 2 Min</b>	
	<b>Every additional 30 seconds</b>	
<b>Video spots/Documentaries/Films</b> (includes Script writing, Dubbing, Language version, HD Format, Voiceover, shooting, Editing, Music etc)	<b>Up to 1 Min</b>	
	<b>1- 2 Min</b>	
	<b>Every additional 30 seconds</b>	
<b>Audio Spots with/without music</b> (includes Script writing, Language Version, Recording, Voice Over Editing, etc)	<b>Up to 30 Seconds</b>	
	<b>30 Second - 1 Min</b>	
	<b>Every additional 30 seconds</b>	
<b>Translations (Per word)</b>	<b>Hindi</b>	
	<b>English</b>	
	<b>Other Regional Languages</b>	
<b>Editing/Proof Reading (Per word)</b>	<b>English</b>	
	<b>Hindi</b>	
	<b>Other Regional Languages</b>	
<b>Illustrations (cost per illustration)</b>	<b>Single Colour</b>	
	<b>Full Colour</b>	
<b>Photography (including shoot and editing)</b>	<b>Half Day</b>	
	<b>Full Day</b>	

**Bid Security Declaration Form**

Date: \_\_\_\_\_ Tender No. \_\_\_\_\_

To (insert complete name and address of the bidder)

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

a) have withdrawn/modified/amended, impairs, or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or

b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown)

in the capacity of (insert legal capacity of person signing the Bid Securing Declaration)

Name: (insert complete name of person signing the Bid Securing Declaration)

Duly authorized to sign the bid for an on behalf of (insert complete name of Bidder)

Dated on \_\_\_\_\_ day of \_\_\_\_\_ (insert date of signing)

Corporate Seal (where appropriate)

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