

## **CSIR-NATIONAL METALLURGICAL LABORATORY**

*Council for Scientific & Industrial Research*

Jamshedpur 831007

### **Open Tender to engage an outsourcing partner for developing videos on "2-minutes-talk"**

**NIT No. NML/KRIT/CSIR-VL/2021-T7**

Sealed tenders are invited from the interested vendors: -

#### **Name of work:**

The CSIR-NML like to invite interested party **to engage an outsourcing partner for developing videos on "2-minutes-talk"**. This videos will be part of CSIR-Virtual laboratory to promote science as a preferred career option in Science, Technology, Engineering and Mathematics.

#### **Job Specification:**

Copy enclosed: Annexure-1

#### **Location of Work:**

CSIR-National Metallurgical Laboratory  
PO. Burmamines  
Jamshedpur-831007  
Distt. East Singhbhum  
Jharkhand

**Job Contract:** 1 year after receiving the job order

#### **Terms & Conditions:**

1. Order should be acknowledged within 3 days confirming the acceptance of rates and all other conditions of supply. If there is any discrepancy in the order, the same must be intimated at the time of acceptance of order.
2. VAT as applicable. Prices; F.O.R. at NML Office, Jamshedpur.
3. Payment will be made on receipt & acceptance of articles in good condition. Challan & Invoice three copies of each needed to be submitted.
4. Delivery of the videos has to be made in a pen drive in the office of the Head, KRIT, NML, Jamshedpur

5. All damaged and rejected goods should be taken back by you at your own cost & risk within a reasonable period, failing which the goods will be disposed of by us.
6. As time is the essence of this order, the date of delivery should be strictly adhered to failing which the worked order is liable to be cancelled.
7. All disputes arising out of this contract shall be referred to the sole arbitration of the DG CSIR or his nominee as per the provision of Indian arbitration and reconciliation Act 1996 and his award shall be final and binding on the parties to the dispute. The venue of arbitration shall be Jamshedpur.

**Process of Applying for Tender:** The interested party may submit his/her proposal in plain papers/Letter pad along with enclosed specification with rate per video as per Government of India rule. The application may be addressed to the Director, National Metallurgical Laboratory, PO. Jamshedpur-831007 and dropped in the tender box kept at the security gate.

**Note: The last date of submission of tender will be 10 January 2021**

Head, RPBD  
CSIR-National Metallurgical Laboratory  
Jamshedpur-831007

**(a) Specifications:**

- The specifications of the videos include (1) Scriptwriting after interviewing the scientists (2) Video capturing (3) Editing (4) Drone, light arrangement (5) Direction (6) Postproduction including editing, voiceover, narration and audio recording.
- The quality of video should be of HD resolution for viewing in TV/computers/mobiles.
- Videos should be editable using open source software

**(b) The facilities and the inputs which will be provided to the contractor by the Ministry or Department**

- Names of the lady scientists with contact details
- Quality guideline
- Delivery timeline

**(c) Eligibility and qualification criteria to be met by the contractor for performing the required work/service**

- Quality of previous work done by the vendor

**(d) The statutory and contractual obligations to be complied with by the contractor**

- *Delivery requirement:* The videos in editable format by open source software
- *Payment terms:* Payment will be made to the outsourcing partner on the basis of deliverables received and satisfactory remark by Project Leader of HCP 101 project
- *Timeline:* Minimum 4 videos need to be completed by 15th March 2021
- *Contract Terms & Conditions:*
  - If quality of the 1st video is not satisfactory, the job contract can be cancelled by CSIR-NML
- *Submission requirement:*
  - Last date for receiving quotation is 10 January 2021
  - Quotation should be sent in two bid system. The technical bid should include links of the videos made by the vendor along with the specifications as above and submitted in a closed envelop mentioning "Technical bid for HCP 101/VL-T07"
  - The price bid per video must be given in a separate envelop mentioning the "Price bid for HCP 101/VL-T07"
  - Two envelopes put inside a single envelop to be sent to HOD RPBD Division, CSIR-NML, Burmamines, Jamshedpur-831007