



Broadcast Engineering Consultants India Limited

(A Government of India Enterprises–Under ministry of Information and Broadcasting)

Request for Expression of Interest

(Invited through e-Tendering mode only)

For

SHORTLISTING OF GRAPHICS AGENCIES FOR HIRING AN AGENCY FOR

**“PROVIDING CREATIVE INPUTS, TECHNICAL INFRASTRUCTURE AND MAN POWER FOR ENHANCING
LOOK & FEEL OF DD (NEWS) CHANNEL”**

Tender No. BECIL/DDNews/Look&Feel/Eol/01

Dated: 04/10/2017

Description of task, e-tender submission format and procedure is provided in the Eol document available on BECIL Website (www.becil.com), <http://www.ddindia.gov.in/> and e-tendering Website (<https://becil.e-wizard.in/tender/>) & (www.eprocure.gov.in)

Eol Release Date	04/10/2017	
Pre-Bid Meeting	16/10/2017	1500 Hours
Last Date of Submission (Online ONLY)	03/11/2017	1500 Hours
Date of Opening of Proposals	03/11/2017	1530 Hours
Last Date of Submission of Hard copies of Proposal along with the acknowledgement of online submission	06/11/2017	1700 Hours

Note: Online registration to be done on e-tendering website i.e. <https://becil.e-wizard.in/tender/> & in general, activation of registration may take 24 hours or more subject to the submission of all relevant documents required in the process.

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1 INSTRUCTIONS TO THE BIDDERS

1.1 STANDARD DEFINITIONS

1. **BECIL** Means Broadcast Engineering Consultants India Limited, A Government of India Enterprises – Under Ministry of Information and Broadcasting, responsible for shortlisting of agencies as per the requirements of DD News.
2. **Bidder/ Agency** Means any interested and eligible entity either company registered under Companies Act 1956/ 2013 OR firm registered under Limited Liability Partnership (LLP) Act, 2008 who submit their proposals that may provide or provides the Services to the DD News under the Contract.
3. **Contract** Means the Contract signed by the Parties and all the attached documents listed, i.e. Terms of Reference, the General Conditions and the Appendices.
4. **Project Specific Information** Means such part of the Instructions to Bidders used to reflect specific project and assignment conditions.
5. **Day** Means calendar day
6. **Government** Means the Government of India
7. **Instructions to Bidders** Means the document, which provides bidders with all information needed to prepare their proposals.
8. **Personnel** Means professionals and support staff provided by the bidder.
9. **Proposal** Means the Technical Proposal and the Financial Proposal read separately and also together
10. **Eoi** Means the Expression of Interest prepared by the BECIL for the shortlisting of Agencies.
11. **Assignment/Job** Means the work to be performed by the bidder pursuant to the Contract.
12. **RfP** RfP means the document issued to the shortlisted bidders/agencies which includes terms and conditions, the objectives, scope of work, activities, tasks to be performed, respective responsibilities of the DD News and the bidder, and expected results and deliverables of the Assignments/job.
13. **E-Wizard** Means e-procurement software product for end-to-end solution for e-Tendering, e-Procurement and e-Auction. It is an exclusively web-based G2B (Government to Business) product for buying goods and services through quotations (RfQ/RfP), tenders (limited, LCB, NCB, ICB), catalogues, reverse auctions and selling goods through tender-cum-auction.

1.2 EOI INFORMATION

S. No.	Description	Remarks
1.	Name of Assignment	Shortlisting of graphics agencies for hiring an agency for “providing creative inputs, technical infrastructure and man power for enhancing look & feel of DD (news) channel”
2.	Tender Reference No.	BECIL/DDNews/Look&Feel/Eoi/01
3.	Tender Type	Open
4.	Tender Mode	e-procurement
5.	Eoi Release Date	04/10/2017
6.	Pre-bid meeting	16/10/2017
7.	Last Date of Submission	03/11/2017
8.	Date of Opening of Proposals	03/11/2017
9.	Last Date of Submission of hard copy of Proposals	Physical hard copies of proposal will be accepted from those bidders who have successfully uploaded their proposal on e-tender portal. The last date of submission of hard copy of proposal is 06/11/2017 along with the acknowledgement of online submission.
10.	Location of Proposal Opening	<u>The Chairman and Managing Director, Broadcast Engineering Consultants India Limited, 56-A/17, Block-C, Sector -62, Noida -201307 (U.P.)</u>
11.	Contact Details for correspondence	Shri W.B. Prasad (General Manager, BECIL) / Shri Pankaj Giri (Assistant Manager, BECIL)
12.	Eoi Category	Works/ Services
13.	Earnest Money Deposit	<u>₹ 15,00,000/-</u>
14.	Processing Fee (non-refundable)	<u>₹ 10,000/-</u>
15.	e-tender Portal Fee (non-refundable)	<u>₹ 3,540/- (In the form of DD in favor of ITI Limited Payable at New Delhi)</u>
16.	Proposal Validity period	The Eoi process will conclude with shortlisting of agencies, thereafter RfP process will be taken up to hire the agency for award of contract. Proposal shall remain valid till conclusion of RfP process.
17.	Period of Contract	<u>2 Years plus 1 Year extendable from the date of signing of the contract</u>
18.	Contact Details of E-Wizard	<u>Mr. Awesh Tyagi: +91-9205898224</u> <u>Mr. Birendra: +91-9205898228</u> <u>Helpdesk (10:00AM to 6:00PM): 011-49606060</u>

1.2.1 EMD

The EMD (*Earnest Money Deposit*) needs to be deposited in the form of Demand Draft/ Banker's Cheque for an amount of ₹ 15,00,000/- from any scheduled bank payable at New Delhi in favor of "DDO, DD News, Prasar Bharati, New Delhi". The EMD shall be deposited at **BROADCAST ENGINEERING CONSULTANTS INDIA LIMITED, 56-A/17, BLOCK-C, SECTOR -62, NOIDA - 201307 (U.P.)**. The EMD of unsuccessful bidder/s will be returned after the Shortlisting. EMD of successful bidders will be retained till completion of RfP Process. It will be returned after acceptance of work order consequent to RfP Process and submission of PBG (Performance Bank Guarantee) of requisite value by the successful bidder.

1.2.2 Processing Fee

The proposal shall be accompanied by a non-refundable processing fee of an amount of ₹ 10,000/- (Non-refundable) by way of Demand Draft Bankers Cheque payable in the favor of "Broadcast Engineering Consultants India Limited, New Delhi" from any scheduled bank. The Processing Fee shall be deposited at **BROADCAST ENGINEERING CONSULTANTS INDIA LIMITED, 56-A/17, BLOCK-C, SECTOR -62, NOIDA -201307 (U.P.)**.

1.2.3 E-tender Portal Fee

The proposal shall also be accompanied by a non-refundable e-tender processing fee of an amount of ₹ 3,540/- (Non-refundable) by way of Demand Draft Bankers Cheque payable in the favor of "ITI Limited, New Delhi" from any scheduled bank. The Processing Fee shall be deposited at **BROADCAST ENGINEERING CONSULTANTS INDIA LIMITED, 56-A/17, BLOCK-C, SECTOR -62, NOIDA -201307 (U.P.)**.

The e-tender portal fee, processing fee and EMD would have to be deposited in an envelope duly super scribed with "**TENDER NO. - BECIL/DDNEWS/LOOK&FEEL/EOI/01**" **SHORTLISTING OF GRAPHICS AGENCIES FOR HIRING AN AGENCY FOR "PROVIDING CREATIVE INPUTS, TECHNICAL INFRASTRUCTURE AND MAN POWER FOR ENHANCING LOOK & FEEL OF DD (NEWS) CHANNEL"** at the Broadcast Engineering Consultants India Limited, 56-A/17, Block-C, Sector -62, Noida -201307 (U.P.) **before the last date and time of uploading of proposals.**

1.2.4 Important Notice to all the Bidders

- a) An incomplete or ambiguous or conditional or late proposal is liable to be summarily rejected.
- b) The bidder must attest the original Eol document with authorized signature and stamp as an acceptance of the EOI terms and conditions and submit the same along with the Eol response. In case of non-compliance, the proposal is liable to be summarily rejected.
- c) The submission and opening of proposals will be through e-tendering process. Proposal has to be submitted on-line by due date on <https://becil.e-wizard.in/tender/>, however the hard copy of the same along with the acknowledgement of online submission is to be submitted by 06/11/2017. Eol Document is to be downloaded directly from any of the following websites:
 - i. <https://becil.e-wizard.in/tender/>
 - ii. www.becil.com
 - iii. <http://www.ddindia.gov.in/>
 - iv. www.eprocure.gov.in

Note:

- i To participate in the E-Bid process, it is mandatory for bidders to register with 'E-Wizard' and to have valid user ID & Password.
- ii Prospective bidders are advised to obtain digital signature (Level 3) and register themselves at <https://becil.e-wizard.in/tender/> well in advance. Please note that BECIL/ DD News will in no way responsible if a bidder fails to apply due to non-possession of Digital Signature & non registration.
- iii As a part of pre-bid if there are changes in submission format, then all the proposals submitted till that time will be null and void. The bidder has to resubmit the proposals again. BECIL/ DD News will not take any responsibility for any lapse whatsoever on account of this issue.
- iv Compliance to registration requirements and payment regarding the same etc. and timely uploading of the proposals will be responsibility of the bidder.

1.3 TERMS & CONDITIONS OF THE EOI

1.3.1 Conditions under which this Eoi is issued

- a) This Eoi is not an offer and is issued with no commitment. BECIL/ DD News reserve the right to withdraw the Eoi and change or vary any part thereof at any stage. BECIL/ DD News also reserve the right to disqualify any bidder, should it be so necessary at any stage. BECIL/ DD News may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this Eoi. These amendments will officially be notified on BECIL/ E-Wizard website.
- b) This Eoi supersedes and replaces any previous public documentation & communications, and bidders should place no reliance on such communications.
- c) BECIL/ DD News reserve the right to withdraw this Eoi, alter/ modify the conditions mentioned in this Eoi document at any state of the bidding process.
- d) Timing and sequence of events resulting from this EOI shall ultimately be determined by BECIL/ DD News.
- e) No oral conversations or agreements with any official or employee of BECIL/ DD News shall affect or modify any terms of this Eoi and any alleged oral agreement or arrangement made by a bidder with any department, entity, official or employee of BECIL/ DD News shall be superseded by the definitive contract that results from this Eoi process. Oral communications by BECIL/ DD News to bidders shall not be considered binding on BECIL/ DD News, nor shall any written materials provided by any person other than BECIL/ DD News.
- f) Neither the bidder nor any of the bidder's representatives shall have any claims whatsoever against BECIL/ DD News or any of their respective officials, agents, or employees arising out of, or relating to this Eoi or these procedures (other than those arising under a definitive service contract with the bidder in accordance with the terms thereof).
- g) Bidders who are found to canvass, influence or attempt to influence in any manner the qualification or selection process, including without limitation, by offering bribes or other illegal gratification, shall be disqualified from the process at any stage.
- h) In case of any dispute arising, the decision of the BECIL/ DD News will be final.

- i) The jurisdiction in case of disputes shall be the Courts of Delhi/ New Delhi.

1.3.2 Rights to the content of the proposal

For all the proposals received before the last date and time of proposal submission, the proposals and accompanying documentation of the qualification proposal will become the property of BECIL/ DD News and will not be returned after opening of the qualification proposal. BECIL/ DD News is not restricted in its rights to use or disclose any or all of the information contained in the proposal and can do so without compensation to the bidders. BECIL/ DD News shall not be bound by any language in the proposal indicating the confidentiality of the proposal or any other restriction on its use or disclosure.

1.3.3 Acknowledgment of Understanding of Terms

- a) By submitting a proposal, each bidder shall be deemed to acknowledge that it has carefully read all sections of this EoI, including all forms, schedules and annexure hereto, and has fully informed itself and agrees to accept as to all existing conditions and limitations.
- b) All information supplied by bidders may be treated as contractually binding on the bidders, on successful award of the assignment by the BECIL/ DD News on the basis of this EoI.

1.3.4 Pre-Bid Meeting and Clarifications

a) Bidder's Queries

- i. BECIL/ DD News shall hold a pre-bid meeting with the prospective bidders at **BROADCAST ENGINEERING CONSULTANTS INDIA LIMITED, 56-A/17, BLOCK-C, SECTOR - 62, NOIDA -201307 (U.P.)** as per schedule given.
- ii. The Bidders will have to ensure that their queries for Pre-Bid meeting should reach to Shri Pankaj Giri, AM (BECIL) by email (at pankajgiri@becil.com) preferably on or before 15/10/2017 by 1530 Hrs. but in no case later than 16/10/2017.
- iii. BECIL/ DD News shall not be responsible for ensuring that the bidders' queries have been received by them. Any requests for clarifications after the indicated date and time will not be entertained by the BECIL/ DD News.
- iv. The queries should necessarily be submitted in the following format.

S. No.	EoI Document Reference (s) (Section & Page Number (s))	Content of EOI requiring Clarification(s)	Points of Clarification

b) Responses to Pre-Bid Queries and Issue of Corrigendum

- i. At any time prior to the last date for receipt of proposals, BECIL/ DD News may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the EoI Document by a corrigendum.

- ii. The Corrigendum (if any) & clarifications to the queries from all bidders will be posted on the website as mentioned in Para 1.2.4(c).
- iii. Any such corrigendum shall be deemed to be incorporated into this EoI.
- iv. In order to provide prospective Bidders reasonable time for taking the corrigendum into account, BECIL/ DD News may, at its discretion, extend the last date for the receipt of Proposals.
- v. As a part of pre-bid if there are changes in submission format, then all the proposals submitted till that time will be null and void. The bidder has to re-submit the proposals. BECIL/ DD News will not take any responsibility for any lapse whatsoever on account of this issue.

1.3.5 Clarifications and Amendments of EoI document

- a) Bidders may request a clarification on any clause of the EoI document. Any request for clarification must be sent in writing, or by standard electronic means to the BECIL address. BECIL will respond in writing, or by standard electronic means and will send written copies of the response (including an explanation of the query but without identifying the source of inquiry) to all bidders. Should the BECIL/ DD News deem it necessary to amend the EoI as a result of a clarification, it shall do so following the procedure under para b) below.
- b) At any time before the submission of proposal, BECIL/ DD News may amend the EoI by issuing an addendum in writing or by standard electronic means. The addendum will be binding to all the prospective bidders. To give bidders reasonable time in which to take an amendment into account in their proposals BECIL/ DD News may, if the amendment is substantial, extend the deadline for the submission of proposals.

1.3.6 Consortiums

Consortium may be allowed however with the following guidelines:

- a) The lead bidder should be liable for the entire work / liabilities under this EoI/ RfP and risks involved thereof (the liability should be for the entire value of the contract)
- b) The non-lead bidders should be liable for the work / liabilities under this EoI/ RfP for which they are responsible along with the lead bidder (Liability should be limited to the value of the contract; while the lead bidder still carries the liability for the entire work / liabilities under this EoI/ RfP)
- c) Any change in the consortium member at a later date will not be allowed
- d) Proposal/ Consortium agreement should provide clarity on the roles and responsibility of each member
- e) A particular company/ LLP firm can be a member of only one consortium
- f) All Members forming the consortium need to have the contractual arrangement between themselves before submitting the proposal
- g) All member of the consortium should be a registered legal entity as per qualification criteria specified in the EoI document.
- h) A certified true copy of the consortium agreement between the Lead Bidder and the other member of the consortium, revealing the respective roles and responsibilities of all the members, in meeting the overall scope of requirements of the work.
- i) The no. of consortium members cannot exceed two, including the Lead Bidder.
- j) The sole responsibility of the project would be that of the Lead Bidder only.

- k) Only Lead Bidder will submit the proposal and sign the contract agreement with DD News.
- l) Notwithstanding anything contained in this EoI/ RfP/ Contract, all the members of the consortium, entrusted with the responsibilities of this work shall be jointly and separately responsible to DD News in respect of meeting the financial liabilities of the Lead Bidder arising out of the work
- m) The proposal shall contain the details of arrangements between the Lead Bidder and other member of the consortium.

1.3.7 Preparation of the Proposal

At the time of submission of proposal, the bidder has to ensure that each page numbered and is duly signed by the bidder or his duly authorized representative. In case the proposal is signed by the authorized representative, a letter of authorization should be enclosed with the proposal.

a) **Proposal Content**

All the forms provided in the annexures should be submitted with relevant information and documents as asked in the EoI document.

Proposal must be submitted in the form of all the duly signed forms as per Annexures of EoI & Other Undertakings.

Proposal should be a complete document. A compliance statement offering the compliance to various clauses of the EoI should be signed and attached with the proposal.

b) **Proposal Preparation Cost**

The bidder shall bear all its cost associated with or relating to the preparation and submission of its proposal, including, but not limited to preparation, copying postage, delivery fees, costs incurred in conduct of informative and other diligence activities, participation in meetings/ discussions/ presentations, in providing any additional information required by BECIL to facilitate the evaluation process, and in negotiating a definitive contract or all such activities related to the bid process. BECIL/ DD News will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process

c) **Language of the Proposal**

The Proposal all the correspondence and documents should be filled by the bidders in English language only. If any supporting documents submitted are in any language other than English, translation of the same in English language is to be duly attested by the Agencies. For purposes of interpretation of the documents, the English translation shall govern.

1.3.8 Submission of the Proposal

The bidders are advised to study the EoI document carefully. Submission of Proposal shall be deemed to have been done after careful study and examination of the EoI document with full understanding of its implications. Bidders shall submit their responses online through e-tendering website <https://becil.e-wizard.in/tender/>. Proper details regarding qualification criteria be submitted.

Interested bidders can download EoI document from BECIL website www.becil.com, <http://www.ddindia.gov.in/> or www.eprocure.gov.in or <https://becil.e-wizard.in/tender/>.

INTERESTED BIDDERS SHOULD SUBMIT THE PROPOSAL AS PER THE TIMELINES SPECIFIED IN THE EOI DOCUMENT.

(Note: To participate in the e-Bid submission, it is mandatory for the bidder to have a user ID & Password. For this purpose, bidder has to register itself with BECIL through E-Wizard Website given below. Please also note that the bidder has to obtain digital signature token for applying for the e-Bid. In this connection, bidder may also obtain the same from E-Wizard.)

a) Steps for Registration:

- Go to website <https://becil.e-wizard.in/tender/>
- Click the link 'Register here'
- Enter the details about the E-tendering as per format
- Click 'Register'
- E-tender will get confirmation with **Login ID and Password**

b) Steps for application for Digital Signature from E-Wizard:

Download the Application Form from the website <https://becil.e-wizard.in/tender/>
Follow the instructions as provided therein. In case of any assistance, you may contact E-Wizard officers whose address is given in the EoI document. PROPOSAL IS TO BE SUBMITTED THROUGH ONLINE MODE ON WEBSITE <https://becil.e-wizard.in/tender/> IN THE PRESCRIBED FORM.

1.3.9 Proposal Validity

EoI process will conclude with shortlisting of agencies, thereafter RfP process will be taken up to hire the agency for award of contract. Proposal shall remain valid till conclusion of RfP process.

1.3.10 Stage subsequent to EoI

Request for Proposal (RfP)/ Tender document stage:

Bidders short listed based on this EoI document will be invited to submit bids pursuant to RfP to be issued (to shortlisted bidders). The RfP process will involve inviting bids under the "Two-Bid System" (Technical and Commercial Bids).

1.4 GENERAL CONDITIONS OF THE EOI

1.4.1 Confidentiality

Information relating to evaluation of proposal and recommendations concerning awards shall not be disclosed to the bidders who submitted the proposal or to other persons not officially concerned with the process, until the publication of the award of contract. The undue use by any bidder of confidential information related to the process may result in the rejection of its

proposal and may be subject to the provisions of BECIL/ DD News's antifraud and corruption policy.

1.4.2 Conflict of Interest

- a) BECIL/ DD News requires that bidders provide professional, objective, and impartial advice and at all times and hold the DD News's interests paramount, strictly avoiding conflicts with other Assignment/ jobs or their own corporate interests and act without any consideration for future work.
- b) Without limitation on the generality of the foregoing, bidders, and any of their affiliates, shall be considered to have a conflict of interest and shall not be engaged, under any of the circumstances set forth below:
 - i. **Conflicting activities:** A bidder that has been engaged by the DD News to provide goods, works or assignment/ job other than consulting assignment/ job for a project and any of its affiliates, shall be disqualified from providing consulting assignment/ job related to those goods, works or Assignment/job. Conversely, a bidder hired to provide consulting assignment/ job for the preparation or implementation of a project and any of its affiliates, shall be disqualified from subsequently providing goods or works or assignment/ job other than consulting assignment/ job resulting from or directly related to the bidder's consulting assignment/job for such preparation or implementation. For the purpose of this paragraph, assignment/ job other than consulting assignment/ job are defined as those leading to a measurable physical output.
 - ii. **Conflicting Assignment/ job:** A bidder (including its Personnel and Sub-contractors) or any of its affiliates shall not be hired for any Assignment/ job that by its nature, may be in conflict with another assignment/ job of the bidder to be executed for DD News.
 - iii. **Conflicting relationships:** A bidder (including its Personnel and Sub-contractors) that has a business or family relationship with a member of the DD News's staff who is directly or indirectly involved in any part of (i) the preparation of the Scope of Work related to the assignment/ job, (ii) the selection process for such assignment/ job, or (iii) supervision of the Contract, may not be awarded a Contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the DD News throughout the selection process and the execution of the Contract.
- c) Bidders have an obligation to disclose any situation of actual or potential conflict that impacts their capacity to serve the best interest of DD News, or that may reasonably be perceived as having this effect. Any such disclosure shall be made as per the Standard forms of technical proposal provided herewith. If the bidder fails to disclose said situations and if the DD News comes to know about any such situation at any time later, it may lead to the disqualification of the bidder during bidding process or the termination of its Contract during execution of assignment.
- d) No current employees of the DD News/ Doordarshan/ DD News shall work as bidder.

1.4.3 Right to accept or reject any or all proposals

- a) Notwithstanding anything contained in this document, BECIL/ DD News reserves the right to accept or reject any proposal and to annul the Selection Process and reject all

proposals, at any time without any liability or any obligation for such acceptance, rejection or annulment, and without assigning any reasons thereof.

- b) BECIL/ DD News reserves the right to reject any proposal if: (a) at any time, a material misrepresentation is made or discovered, or (b) the bidder does not provide, within the time specified by the BECIL/ DD News, the supplemental information sought by the BECIL/ DD News for evaluation of the proposal. Misrepresentation/ improper response by the bidder may lead to the disqualification of the bidder.

1.4.4 Fraud and corrupt practices

- a) The Bidders and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Selection Process. Notwithstanding anything to the contrary contained in this document, BECIL/ DD News shall reject a proposal without being liable in any manner whatsoever to the bidder, if it determines that the bidder has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice (collectively the "Prohibited Practices") in the Selection Process. In such an event, the BECIL/ DD News shall, without prejudice to its any other rights or remedies, forfeit the EMD, as the case may be, as 'mutually agreed genuine pre-estimated compensation and damages payable to the BECIL/ DD News for, *inter alia*, time, cost and effort of BECIL/ DD News, in regard to this document, including consideration and evaluation of such bidder's proposal.
- b) Without prejudice to the rights of the BECIL/ DD News herein above and the rights and remedies which the BECIL/ DD News may have under the contract, if bidder is found by BECIL/ DD News to have directly or indirectly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice during the Selection Process, or after the execution of the contract, such bidder shall not be eligible to participate in any tender or EOI or RfP issued by BECIL/ DD News during a period of three years from the date such Bidder, as the case may be, is found by BECIL/ DD News to have directly or through an agent, engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice.
- c) For the purposes of this Para, the following terms shall have the meaning hereinafter respectively assigned to them: (a) "corrupt practice" means (i) the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of any person connected with the Selection Process (for avoidance of doubt, offering of employment to or employing or engaging in any manner whatsoever, directly or indirectly, any official of the BECIL/ DD News who is or has been associated in any manner, directly or indirectly with the Selection Process or has dealt with matters concerning the contract or arising therefrom, before or after the execution thereof, at any time prior to the expiry of one year from the date such official resigns or retires from or otherwise ceases to be in the service of BECIL/ DD News, shall be deemed to constitute influencing the actions of a person connected with the Selection Process); or (ii) save as provided herein, engaging in any manner whatsoever, whether during the Selection Process or after the execution of the contract, as the case may be, any person in respect of any matter relating to the Project or the contract, who at any time has been or is a legal, financial or technical Entity advisor of DD News in relation

to any matter concerning the Project; (b) "fraudulent practice" means a misrepresentation or omission of facts or disclosure of incomplete facts, in order to influence the Selection Process; (c) "coercive practice" means impairing or harming or threatening to impair or harm, directly or indirectly, any persons or property to influence any person's participation or action in the Selection Process; (d)"undesirable practice" means (i) establishing contact with any person connected with or employed or engaged by DD News with the objective of canvassing, lobbying or in any manner influencing or attempting to influence the Selection Process; or (ii) having a Conflict of Interest; and (e) "restrictive practice" means forming a cartel or arriving at any understanding or arrangement among Applicants with the objective of restricting or manipulating a full and fair competition in the Selection Process.

1.4.5 Agency's code of conduct and business ethics

BECIL is committed to its 'values & beliefs' and business practices to ensure that companies and agencies, who supply goods, materials or services, will also comply with these principles.

a) Bribery and corruption:

Agencies are strictly prohibited from directly or indirectly (through intermediates or subcontractors) offering any bribe or undue gratification in any form to any person or entity and / or indulging in any corrupt practice in order to obtain or retain a business or contract.

b) Integrity, indemnity & limitation:

Agencies shall maintain high degree of integrity during the course of its dealings with business/ contractual relationship with BECIL. If it is discovered at any stage that any business/ contract was secured by playing fraud or misrepresentation or suspension of material facts, such contract shall be voidable at the sole option of the competent authority of BECIL. For avoidance of doubts, no rights shall accrue to the agency in relation to such business/ contract and BECIL or any entity thereof shall not have or incur any obligation in respect thereof. The agency shall indemnify BECIL in respect of any loss or damage suffered by BECIL on account of such fraud, misrepresentation or suspension of material facts.

c) Reporting Misconduct:

Agencies are required to report any misconduct/ violations/ improper demands from BECIL employees to the Chief Vigilance Officer/ Director (O&M)/ CMD. All communication in this regard should be directed only to above as per below mentioned email ids;

Director (O&M)	:	dr.gogoi@becil.com
Chairman and Managing Director	:	george@becil.com

No Communication shall be encouraged to any other authority / external sources in this regards.

2 PURPOSE OF EOI & BROAD SCOPE OF WORK

The purpose of this Eoi is to shortlist the bidders for inviting proposals in response to RfP to be issued to shortlisted agencies for hiring an agency to provide graphics and creative support, requisite technical infrastructure and man power for enhancing look and feel of DD News Channel. In this regard, background of DD News and Broad Scope of Work are given in paras below.

2.1 BACKGROUND

2.1.1 DD News

- a) DD News is National Public Service Broadcaster of India Prasar Bharati/ Doordarshan's premier News channel.
- b) Out of 7 National channels of Doordarshan, DD News is the only terrestrial cum satellite News Channel of the country. DD News terrestrial reach is 49% by population and 25% by area of the country. DD News is currently producing news content in Hindi, English, Urdu and Sanskrit languages. Over 17 hours of LIVE transmission include telecast of more than 30 news bulletins in these languages.
- c) Besides this 14 Regional News Units of DD News are producing four regional shows in a day which are aired on DD News. The channel also telecast daily three sports bulletins, one business show, daily current affairs programme. Special shows on Health, Youth issues, Cinema, Art & Culture, flagships schemes, communal harmony, employment opportunities, international events, market developments etc. are produced in-house by the News Channel.
- d) DD News is also producing news content for its sister channels i.e. DD National, DD India and DD Urdu. Five bulletins in Hindi/English of 15 minutes duration are being produced daily by news wing for DD National Channel. Recently news wing started producing 10 LIVE bulletins and news scrolling for DD Urdu.
- e) DD News has 30 functional Regional News Units (RNUs) / Bureaus which are broadcasting over 100 news bulletins in 22 languages/dialects.
- f) DD News is also very active on the digital platform. Through a robust web platform DD news is catering to the news requirement of global audience round the clock and also through its social media platforms. Its Twitter handle @DDNewsLive is tweeting news and updates round the clock. The Youtube channel of DD News youtube.com/DDNewsOfficial is putting out headlines, videos and special programmes for netizens regularly.

2.1.2 Details of present technical system at DD News

DD News is presently utilising three studios and three PCR's (in the process of establishing third one) for production of News bulletins and current affairs programmes for DD News, DD National and DD Urdu channels and is also used for recording current affairs programs. The bidder has to provide complete graphics infrastructure for the assignment.

- a) DD News is presently running with fully integrated news automation system. The system includes ENPS NRCS, Quantel automation system for production and MCR play

out, low resolution editing system, eight numbers of SQ Edit editing systems and other related system.

- b) DD News also has weather graphics system of “Weather Central, USA” in 1+1 configuration for delivery as well as for design. The successful bidder will be required to use this weather graphics system for production of daily weather bulletins. The bidder will also be required to integrate the weather data line being received from IMD through lease line.

2.2 BROAD SCOPE OF WORK

The Broad Scope of Work to be carried out by the hired agency will include:

- a) Conceptualizing and developing chroma backgrounds, studio designs, virtual studio sets, channel/ programme montages, promos, stings both as online and offline products for regular programmes and or special events.
- b) Designing of 2D/ 3D/ augmented graphics/ creating story specific animated real time 2D/3D graphics for day to day operations including zooming into locations from satellite images/ maps.
- c) Providing support to DD News channel in designing and executing/ delivering graphics and animation for day to day news bulletins and current affair programmes.
- d) The regular graphics set shall include different bands, full frame graphics, full frame graphics plate with phone-in window, hotswitch windows for 2/3/4/5/6/8 way interactions and other related News Graphics plates.
- e) Developing application to facilitate updating of News ticker, Breaking News, News updates and for branding of graphics plates of all types.
- f) Composing original music for montages/ promos/ stings etc.
- g) Creating weather graphics with automatic generation.
- h) Providing professional and skilled manpower for achieving the assignment on day to day basis at DD News premises.
- i) Providing hardware/ software for carrying out the assignment at DD News premises.

Detailed Scope of Work and requirement for creative and graphics support, technical infrastructure (hardware and software) and manpower required will be given in the RfP document to be issued to shortlisted agencies.

2.3 INPUTS TO BE PROVIDED BY DD NEWS TO THE AGENCIES

- a) Appointment of nodal officer for coordinating and giving information to the agencies interested in bidding for EoI.
- b) The nodal officer will be responsible for arranging requisite information and giving access to site for the visit of representatives of bidding agencies during pre-appointed time and duration.
- c) Any other information/ inputs required for bidders to properly submit EoI response.

3 QUALIFICATION CRITERIA & PROPOSAL EVALUATION

3.1 QUALIFICATION CRITERIA

The bidders that meet **ALL** of the following qualification criteria need only apply. The bidder shall fulfill all of the following qualification criteria independently on the date of submission of proposal or as specified in the criteria:

3.1.1 Qualification Evaluation Criteria - Financial

S. No.	Criteria	Compliance (Yes/ No)	Supporting documents to be submitted
1.	Bidder Should be company registered under Companies Act 1956/2013 OR Firms registered under Limited Liability Partnership Act, 2008 OR Consortium of companies or LLP firms		Signed and Stamped Form as per Annexure-2
2.	The Bidder/ Lead Bidder of consortium should have been in the business of Graphics work for TV News programmes/ similar nature programmes and channel's look & feel for last 3 (Three) Years as on September 30, 2017.		Signed and Stamped Form as per Annexure-2
3.	Mandatory Certificates/ Undertakings		
	i. Bidders/ Consortium Members should not have been blacklisted by any of the Central Government or State Government or any organisation under Central/ State Government. Should not have been found guilty of any criminal offence by any court of law in India or abroad.		Undertaking on a non-judicial stamp paper of ₹ 100/- certified by Notary.
	ii. Bidder/ Consortium Members, its directors and officers should not have been convicted of any criminal offence related to their professional conduct or the making of false statement or misrepresentations as to their qualifications to enter into procurement contract within a period of three years preceding the commencement of the procurement process or not have been otherwise disqualified pursuant to debarment proceedings		Undertaking on a non-judicial stamp paper of ₹ 100/- certified by Notary.
	iii. Bidder/ Consortium Members should not have a conflict of interest in the procurement in question as specified in the bidding documents. Comply with the code of integrity as specified in the bidding document		Self-Declaration / Certification on letter head

S. No.	Criteria	Compliance (Yes/ No)	Supporting documents to be submitted
	iv. LLP firms will submit an undertaking that “in case work order is issued to partnership firm; the partners will not dissolve the firm till the completion of the work / liabilities under this EoI/ RfP”.		Undertaking on a non-judicial stamp paper of ₹ 100/- certified by Notary.
	v. In case of bidding by Consortium: Lead Bidder of consortium should submit the consortium agreement.		Certified true copy of consortium agreement
4.	Tax Registration: The Bidder/ Lead Bidder of consortium should have:-		Signed and Stamped Form as per Annexure-2
	a. GSTN		
	b. PAN		
5.	Solvency Certificate: Bidder/ Lead Bidder of the consortium should not be insolvent, in receivership, bankrupt or being wound up, not have its affairs administered by a court or a judicial officer, not have its business activities suspended and must not be the subject of legal proceeding for any of the foregoing reasons		Solvency Certificate for ₹ 8,50,00,000.00 (₹ 8.5 Crores) from bank with which the bidder operate a Current Account
6.	Business Turnover: Bidder/ Lead Bidder of the consortium should have an annual turnover of ₹ 5 (Five) Crores from services related to graphics designing for TV Channels, in each of the last three consecutive financial years i.e. 2014-15, 2015-16 and 2016-17. The company should be a profit making company.		Signed and Stamped Form as per para 4.5.3 of Annexure-5
7.	Business Profitability: Bidder/ Lead Bidder of the consortium should have earned Profit in each of the last three consecutive financial years i.e. 2014-15, 2015-16 and 2016-17. In this clause the Profit means Profit Before Tax.		Signed and Stamped Form as per para 4.5.3 of Annexure-5
8.	Net Worth Certificate: Bidder/ Lead Bidder of the consortium should have Positive Net Worth as on March 2017.		Signed and Stamped Form as per para 4.5.3 of Annexure-5

3.1.2 Qualification Evaluation Criteria - Technical

S. No.	Criteria	Compliance (Yes/ No)	Supporting documents to be submitted
1.	Bidder/ Consortium member must have experience of: Providing on-site Operational Support in designing online or offline graphics including Providing technical infrastructure,		Signed and Stamped Form as per para 4.5.1 of Annexure-5

S. No.	Criteria	Compliance (Yes/ No)	Supporting documents to be submitted
	Providing manpower for online or offline graphics work towards Developing and enhancing look and feel of TV channels for:		
	a. Minimum 3 TV Channels, out of these 3 TV Channels 1 such channel should be National Level TV Channel in last 2 (Two) years. Such engagement with TV channels should not be less than for 6 events. The total value for such engagements should not be less than ₹ 75 Lakhs. OR		
	b. Minimum 6 TV Channels, out of these 6 TV Channels 2 such channel should be National Level TV Channel in last 3 (Three) years. Such engagement with TV channels should not be less than for 10 events. The total value for such engagements should not be less than ₹ 100 Lakhs.		
2.	Man-Power Availability: (The manpower should be on bidder's/ consortium member's role as on date of issue of this EoI Document)		Signed and Stamped Form as per para 4.5.2 of Annexure-5
	a. Bidder/ Consortium Member must have a minimum strength of 25 professionals on their permanent rolls. AND		
	b. Out of 25 professionals minimum 2 experienced professionals should be in field of designing/ developing creative ideas with 5 (Five) years of relevant experience. AND		
	c. Out of 25 professionals minimum 6 experienced professionals should be online graphics artist and minimum 2 experienced professionals should be offline graphics artist with experience in motion graphics/ editing/ 2D/ 3D/ Augmentation Graphics and Animation with 5 (Five) years of relevant experience. AND		
	d. Out of 25 professionals minimum 1 experienced Network/ IT expert with 5 (Five) years of relevant experience.		
3.	Local Presence in Delhi/ NCR		Signed and Stamped Form as per para 4.5.4 of Annexure-5

S. No.	Criteria	Compliance (Yes/ No)	Supporting documents to be submitted
	a. Bidder/ Consortium Member must have an established office with basic infrastructure to undertake the research and graphics work.		
	b. Bidder/ Consortium Member must have an office in Delhi/ NCR.		
4.	Bidder/ Consortium Member must have requisite maintenance and backup support for technical infrastructure and manpower, to provide 99% up time services (as per SLA to be specified in RfP)		

3.2 PROPOSAL EVALUATION

- a) The bidders' proposals will be evaluated as per the requirements specified in the EoI and adopting the qualification criteria spelt out in this EoI. The Bidders are required to submit all required documentation as per qualification criteria specified in EoI.
- b) It will be bidder's responsibility to furnish sufficient and relevant information/ documents in support of their claim that they meet the requirements in the qualification criteria fully.
- c) EoI proposals received by the prescribed date and time shall only be considered and evaluated by evaluation committee constituted by competent authority.
- d) Evaluation of proposals shall be based on :
 - i. Information contained in the proposal, the documents annexed there to and clarifications provided, if any.
 - ii. Experience and Assessment of the capability of the bidder based on past record.
 - iii. Comments on ToR/ Scope of Work as per annexure provided in EoI document.
- e) BECIL/ DD News reserves right to seek any clarifications on the already submitted bid documents; however no fresh documents shall be accepted in support of proposals.
- f) Conditional proposals shall NOT be accepted on any ground and shall be rejected straightway. If any clarification is required, the same should be obtained before submission of the proposals.
- g) Even though bidders satisfy the necessary requirements they are subject to disqualification if they have:
 - i. Made untrue or false representation in the form, statements required in the EoI document.
 - ii. Records of poor performance such as abandoning work, not properly completing contract, financial failures or delayed completion.

4 ANNEXURES

4.1 ANNEXURE 1: PROPOSAL COVERING LETTER (ON BIDDER'S LETTER HEAD)

To,

The Chairman and Managing Director,

Broadcast Engineering Consultants India Limited,

56-A/17, Block-C, Sector -62, Noida -201307 (U.P.)

Subject: Submission of the Proposal for <insert Eol Name> <Eol No.>

Dear Sir,

We, the undersigned, offer to provide services to BECIL/ DD News with reference to your Expression of Interest <insert Eol Name> dated <insert Eol date> and our Proposal. We are hereby submitting our proposal.

We hereby declare that all the information and statements made in this proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

We agree to abide by all the terms and conditions of all the volumes of this Eol document. We would hold the terms of our proposal valid for the number of days as stipulated in the Eol document.

Yours sincerely,

(Authorized Signatory)

Signature:

Name:

Designation:

Address:

Seal:

Date:

4.2 ANNEXURE 2: BIDDER'S GENERAL INFORMATION (ON BIDDER'S LETTER HEAD)

Bidder need to fill in the details (with supporting documents attached). In case of consortium each member has to submit the details separately.

1.	Name of Bidder	
2.	Type of Bidder (registered company under Indian Companies Act, 1956/ 2013 OR registered firm under Limited Liability Partnership Act, 2008)	
3.	Year of establishment	
4.	Address of registered office with telephone no. and fax no.	
5.	Address of office/s in National Capital Region of Delhi	
6.	A profile of the bidder clearly declaring the domain specific expertise/ experience of the bidder	
7.	No. of years of Experience in consulting / advisory services	
8.	Permanent Account No.	
9.	GSTN Reg. No.	
10.	Whether the firm has been blacklisted by any Central Govt. / State Govt./PSU/ Govt. Bodies / Autonomous? If yes, details thereof.	
11.	Status and details of disputes/ litigation/ arbitration, if any.	
12.	Name, Designation and address of the officer to whom all references shall be made regarding this EoI	
13.	Contact details of Authorized signatory in reference to this EoI	

(Authorized Signatory)

Signature:

Name:

Designation:

Address:

Seal:

Date:

4.3 ANNEXURE 3: DECLARATION LETTER (ON BIDDER'S LETTER HEAD)

DECLARATION

- i. I, <Name & Designation> 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 debarred from Engagement.
- ii. I permit BECIL/ DD News to inspect my records to ascertain the above facts.
- iii. I permit BECIL/ DD News to cross check the above facts from any other source.
- iv. I or my authorized representative, if required by BECIL/ DD News, would make a presentation before the duly constituted Committee at my own cost.
- v. I will abide by the decision of BECIL/ DD News regarding Engagement.
- vi. I have read & understood the EoI document and agree to all the terms & conditions stated therein.

(Authorized Signatory)

Signature:

Name:

Designation:

Address:

Seal:

Date:

4.4 ANNEXURE 4: ACCEPTANCE LETTER (ON BIDDER'S LETTER HEAD)

To,

The Chairman and Managing Director,

Broadcast Engineering Consultants India Limited,

56-A/17, Block-C, Sector -62, Noida -201307 (U.P.)

Subject: Acceptance of EoI Terms & Conditions of <EoI No.>

Dear Sir,

1. I/We hereby certify that I/We have understood and clarified the entire terms and conditions of the EoI documents and I/We shall abide by the conditions/clauses contained therein.
2. **I/We hereby unconditionally accept the EoI conditions of EoI document in its entirety for the above work.**
3. The contents of clauses of the EoI documents have been noted wherein it is clarified that after unconditionally accepting the EoI conditions in its entirety, it is not permissible to put any remarks/ conditions in the EoI and the same has been followed in the present case. In case, this provision of the EoI is found violated after opening the proposal. I /We agree that the EoI shall be rejected and DD News shall without prejudice to say other right or remedy be at liberty to forfeit the said earnest money absolutely,
4. 'That, I/We declare that I/We have not paid and will not pay any bribe to any officer of BECIL/ DD News for awarding this contract at any stage during its execution or at the time of payment of bills, and further if any officer of BECIL/ DD News asks for bribe/ gratification, I/We will immediately report it to the Appropriate Authority'.
5. Scanned copy of the required earnest money amounting to ₹ by way of Demand draft No Drawn on payable at is attached here with. Original Demand draft is separately submitted as mentioned in EoI.

Yours sincerely,

(Authorized Signatory)

Signature:

Name:

Designation:

Address:

Seal:

Date:

4.5 ANNEXURE 5: FORMATS FOR SUBMISSION OF INFORMATION IN PROPOSAL

4.5.1 Detail of Work Experience (on bidder's Letter Head)

Experience of providing creative input/ technical infrastructure/ manpower for designing/ developing/ enhancing look & feel of channel

S. No.	Client Name	Work Order Ref. No.	Date of WO	Date of Start	Date of Completion (if any)	Scope of Work	Amount of Work Order

(Authorized Signatory)

Signature:

Name:

Designation:

Address:

Seal:

Date:

4.5.2 Team Members as per Qualification Criteria (on bidder's Letter Head)

S. No.	Name of Employee	Date of joining	Profile	Designation	Details of experience

(Authorized Signatory)

Signature:

Name:

Designation:

Address:

Seal:

Date:

4.5.3 Financial Strength of the Bidder (on bidder's Letter Head)

S. No.	Financial Year	Net-worth Status (Positive/Negative)	Whether Profitable (Yes/ No)	Annual Profit Before Tax (in Lakhs of ₹)	Overall Annual Turnover (in Crores of ₹)	Annual Turnover from services related to graphics designing for TV Channels (in Crores of ₹)
	2014-15					
	2015-16					
	2016-17					

(Note: Auditor's certificate should be submitted along with proposal)

(Authorized Signatory)

Signature:

Name:

Designation:

Address:

Seal:

Date:

4.5.4 Infrastructure and Presence of the Bidder (on bidder's Letter Head)

S. No.	Office Location	Office Address	Detail of existing graphics system/s present with the Bidder	Year of Purchase of graphics system/s

(Authorized Signatory)

Signature:

Name:

Designation:

Address:

Seal:

Date:

4.5.5 Comments /suggestions on Scope of Work (on bidder's Letter Head)

S. No.	EoI Document Reference (Para & Page)	Content of EoI	Point-wise Comment / Suggestions on the Reference Paras

(Authorized Signatory)

Signature:

Name:

Designation:

Address:

Seal:

Date: