

**PRASAR BHARATI**  
**(BROADCASTING CORPORATION OF INDIA)**  
**DIRECTORATE GENERAL: DOORDARSHAN**  
**COPERNICUS MARG, MANDI HOUSE**  
**NEW DELHI-110001**

**File No. 1/209(D)/2010/Archives**

**Dated: 13-01-2012**

Hiring of an Agency for mastering and replication of DVDs/VCDs/ACDs/MP-3 for DD-Archives

Doordarshan invites bids on two-bid basis for the hiring of an Agency for mastering and replication of DVDs/VCDs/ACDs/MP-3 for DD-Archives.

2. The selected agency will be required to:
  - i. Make Master DVD-9/DVD-5/VCD/ACD/MP3 based on the content provided by Doordarshan Archives on Beta SP/DVC Pro 50 tapes.
  - ii. Prepare stamper.
  - iii. Replicate stamped DVD-9/DVD-5/VCD/ACD/MP3 as per the specification given by Doordarshan Archives from time to time on best quality media for reproducing consistently good quality for 5 years or more.
  - iv. Ensure the compatibility of finished DVD-9/DVD-5/VCD/ACD with all the consumer grade players.
  - v. DVD-9/DVD-5/VCD/ACD should be packed in proper packing material with shrink wrapping.
  - vi. The stock should be packed in boxes/cartons of convenient size and strong enough to withstand any damage during handling and transportation from tenderer's premises to **Doordarshan Archives, Akashvani Bhavan, Sansad Marg, New Delhi** premises.
  - vii. The tenderer should give a warranty for the Disc, to be free from defects in materials and workmanship for a period of one year from the date of receipt by **Doordarshan Archives**.
  - viii. If any Disc proves to be defective during the warranty period, it should be replaced at no extra charge to **Doordarshan Archives** who would return the defective piece (or pieces) to the tenderer.
  
3. Firm/Agency is required to provide in their technical bid.
  - i. Complete company profile.
  - ii. Company should provide last three years audited balance sheet
  - iii. The minimum turnover of the company in related businesses should not be less than 25 lacs in a financial year.
  - iv. The selected agency should not have content ownership interests in any classical or non filmy titles.
  - v. Details of previous work of similar nature in the same field.
  - vi. Details of facilities available with them to verify their competence for the work.
  - vii. The agency should have an established office with basic infrastructure to undertake production of stamped DVD-9/DVD-5/VCD/ACD/MP3.
  - viii. 2 Samples of commercially released stamped DVD-9/DVD-5/VCD/ACD/MP3 produced earlier having non-film, culture content.

**4. Experience in the Field**

- i) Bidders should have minimum five years (05) experience in producing high-quality stamped DVD- 9/DVD-5/VCD/ACD/MP3.
- 5.** The Output should meet the stipulated standards, and will be summarily rejected, in case of poor quality work.
- 6.** The agency should have the expertise and experience of having undertaken jobs of similar nature. Details of past and present clientage will have to be provided.

**General Conditions:**

- i. Payment will be made to the agency within one month of the receipt of invoice only after the competent authority in Doordarshan is satisfied that the required services have been satisfactorily provided by the agency.
- ii. The bidder will have to submit an earnest money of Rs. 90,000/- by Demand Draft of any scheduled bank in the name of "**PB,BCI, DG Doordarshan, New Delhi**" in the envelope along with the pre-qualification bid. The Earnest money of unsuccessful tenderers will be refunded.
- iii. A performance bank guarantee in the prescribed form, equivalent to 5% percent of the value of the job assigned will have to be given to Doordarshan at the time of signing the agreement. In case party terminates the contract without any valid reason, the bank guarantee shall be encashed by Doordarshan. In case of unsatisfactory performance despite advice to improve the same, Doordarshan reserves the right to encash the Bank Guarantee. The encashment will be over and above the imposition of penalty for poor quality work in accordance with the provisions in clause 5 above of the tender conditions.
- iv. The supply is required to be made within a period of 12 days from the date of placement of order on the tenderer. In case a longer delivery period is required by the tenderer the same should be clearly specified.
- v. **The bids are to be submitted in two parts in two separate sealed envelopes:**

(a) The envelope containing Part-I of the bid will contain:

- i. Bidders profile along with a Xeroxed duly signed copy of their latest income tax return.
- ii. Balance sheets for the last three years.
- iii. Details of infrastructure available in terms of equipments, manpower and also full address of location for undertaking the work
- iv. Details of software used and compression rate against each format.
- v. Experience of producing stamped DVD-9/DVD-5/VCD/ACD/MP3 programmes with a list of clients both past and present with atleast 2 samples of each category (stamped DVD-9/DVD-5/VCD/ACD/MP3).
- vi. A demand draft of Rs. 90,000/- in favour of "**PB, BCI, DG:Doordarshan, New Delhi**" as Earnest Money.

- (b) The above envelope containing Part I of the bid will be boldly super-scribed as  
"Pre-qualification bid for DVD/VCD/ACD etc" for DD-Archives.
- (c) The second envelope containing Part-II of the bid will be boldly super-scribed as  
"Financial bid for DVD/VCD/ACD etc" for DD-Archives.
- (d) The financial bid will contain item wise cost of each step in producing stamped DVD-9/DVD-5/VCD/ACD.

**NOTE: Doordarshan Archives proposes to do Business of Rs. 45, 00,000 in one year from the date of the agreement signed with the selected bidder.**

**Part-I : Pre-qualification bid :**

**Have you provided the following: -**

- |   |         |
|---|---------|
| 1. Bidder's profile   | YES/ NO |
| 2. Attested copy of Income Tax Return   | YES/ NO |
| 3. Balance Sheets of last 3 years   | YES/ NO |
| 4. Details of Infrastructure  | YES/ NO |
| 5. List of clients past and present for whom DVD/VCD/ACD/MP3 have been produced | YES/ NO |
| 6. 2 sample of each genre   | YES/ NO |
| 7. Compression rate of stamped DVD-9/DVD-5/VCD/ACD/MP3                          | YES/ NO |
| 8. Earnest Money of Rs.90,000/-   | YES/ NO |
| 9. Are you a defaulter with Doordarshan   | YES/ NO |
| 10. Experience of the bidder  | YES/ NO |

**Note :- Please enclose the relevant documents**

**Part-II : Financial bid :**

• **DVD-9**

<i>Job</i>	<i>Unit Rate</i>
➤ Mastering with full interactivity in PAL 60 mts	
➤ Mastering with full interactivity in NTSC 60 mts	
➤ Versatility - <ul style="list-style-type: none"> <li>• English subtitling for 60 mts.</li> <li>• Multiple Language Options (each language)</li> </ul>	
➤ Stamper charges per title	
➤ Replication charges per 1000 pieces	
➤ Shrink Packing of Digipacks	
<b>Total</b>	

• **DVD-5**

<i>Job</i>	<i>Unit Rate</i>
➤ Mastering with full interactivity in PAL 60 mts	
➤ Mastering with full interactivity in NTSC 60 mts	
➤ Versatility - <ul style="list-style-type: none"> <li>• English subtitling for 60 mts.</li> <li>• Multiple Language Options (each language)</li> </ul>	

➤ Stamper charges per title	
➤ Replication charges per 1000 pieces	
➤ Shrink Packing of Digipacks	
<b>Total</b>	

- **VCD**

<i>Job</i>	<i>Unit Rate</i>
➤ Mastering with full interactivity charges for 60 mts.	
➤ Stamper charges per title	
➤ Replication charges per 1000 pieces	
➤ Shrink Packing of Digipacks	

- **ACD**

<i>Job</i>	<i>Unit Rate</i>
➤ Mastering charges for 60 mts.	
➤ Stamper charges per title	
➤ Replication charges per 1000 pieces	
➤ Shrink Packing of Digipacks	

- **MP-3**

<i>Job</i>	<i>Unit Rate</i>
➤ Mastering charges for 60 mts.	
➤ Stamper charges per title	
➤ Replication charges per 1000 pieces	
➤ Shrink Packing of Digipacks	

- **Customized DVDs of small quantity.**

<i>Job</i>	<i>Unit Rate</i>
➤ <b>Duplicating charges per DVD with Jewel Box, digital inlay cover and shrink packing</b>	

***IMPORTANT NOTE:*** **In case stepwise quote for all items is not given , bid will be summarily rejected.**

7. The lowest tenderer will be decided on the basis of the lump-sum quote (exclusive of taxes) on unit of 1000 pieces of each title of all formats.
8. All the tenders received will be considered on the basis of the following criteria:
  - Quality of work done earlier.
  - Experience of the bidder in the field of authoring and replication of stamped DVD-9/ DVD-5/VCD/ACD/MP-3.
  - Quality of equipment and software used to produce the final product.
  - Bidder should not be defaulter with Doordarshan.
9. The pre-qualification envelopes will be opened in the presence of the bidders or persons authorized in writing.
10. The successful bidder will have to sign an agreement with Doordarshan within Seven (07) days of receipt of acceptance of tender failing which the work order will stand withdrawn.
11. Doordarshan reserves the right to cancel any or all bids without assigning any reason or to accept any bid in part or full.
12. The tender should be valid for a period of One year which is extendable.
13. In case of any dispute, the same will be resolved through mutual consultations failing which the same will be referred to an Arbitrator nominated by the CEO Prasar Bharati. Arbitration proceedings will be conducted under the Indian Arbitration and Conciliation Act, 1996.
14. Doordarshan reserves the right to terminate the contract by giving 45 days notice.
15. The tender should be submitted by **28<sup>th</sup> February 2012, at 3.00 P.M.**
16. The envelopes containing the bid should be dropped in the Tender Box placed near the facilitation Counter at the Doordarshan Directorate, Doordarshan Bhawan, ( Phase – I,) Copernicus Mage, New Delhi – 110001.
17. The financial bids will be opened after the competent authorities have examined the technical bids and short listed the technically qualified bidders.

*The envelopes are to be addressed to:*

**Dy. Director General  
Doordarshan Archives  
Room No. 1, Ground Floor  
Akashvani Bhavan, Sansad Marg  
New Delhi-110001  
Telephone : 011-23421271  
Fax : 011-23421253  
E-mail: [ddarchives@dd.nic.in](mailto:ddarchives@dd.nic.in)  
Website: [ddindia.gov.in](http://ddindia.gov.in)**

## Checklist

### Part-I

#### Have you provided the following: -

- |  |         |
|--|---------|
| 1. Bidder's profile  | YES/ NO |
| 2. Attested copy of Income Tax Return  | YES/ NO |
| 3. Balance Sheets of last 3 years  | YES/ NO |
| 4. Details of Infrastructure   | YES/ NO |
| 5. List of clients past and present for whom DVD/CDs have been produced                  | YES/ NO |
| 6. Sample of each genre  | YES/ NO |
| 7. Software used and Compression rate of DVD-9/DVD-5/VCD/ACD of non-film culture content | YES/ NO |
| 8. Earnest Money of Rs.90,000/-  | YES/ NO |
| 9. Are you a defaulter with Doordarshan  | YES/ NO |

Note :- Please enclose the relevant documents

### Part-II

#### Have you provided the following: -

- |   |         |
|---|---------|
| 1. <u>Mastering Charges for 60 mts. (DVD/VCD/ACD/MP-3)</u>                                    |         |
| a. Mastering on DVD with complete interactivity   | YES/ NO |
| b. Mastering on VCD with complete interactivity   | YES/ NO |
| c. Mastering on ACD with complete interactivity and versatility (subtitle or over-dub option) | YES/ NO |
| d. Mastering on MP-3 with complete interactivity  | YES/ NO |
| 2. <u>Stamper Charges for 60 mts. (DVD/VCD/ACD/MP-3)</u>                                      |         |
| a. Stamper DVD-9 & DVD-5  | YES/ NO |
| b. Stamper VCD  | YES/ NO |
| c. Stamper ACD  | YES/ NO |
| d. Stamper MP-3   | YES/ NO |
| 3. <u>Replication Charges per Unit of 1000 Pieces.</u>  |         |
| a. DVD-9 & DVD-5  | YES/ NO |
| b. VCD  | YES/ NO |
| c. ACD  | YES/ NO |
| d. MP-3   | YES/ NO |
| 4. <u>Shrink packing of Digipacks</u>   |         |
| a. DVD  | YES/ NO |
| b. VCD  | YES/ NO |
| c. ACD  | YES/ NO |
| d. MP-3   | YES/ NO |
| 5. <u>Customized DVDs</u>   | YES/ NO |

**IMPORTANT NOTE: In case stepwise quote for all items is not given, bid will be summarily rejected being.**