



## विज्ञान एवं प्रौद्योगिकी उच्च अध्ययन संस्थान

(विज्ञान तथा प्रौद्योगिकी विभाग, भारत सरकार के तहत एक स्वशासी संस्थान)

विज्ञान पथ, पश्चिम बड़ागाँव, गड़चुक, गुवाहाटी- 781035, असम, भारत

**INSTITUTE OF ADVANCED STUDY IN SCIENCE AND TECHNOLOGY**

(AN AUTONOMOUS INSTITUTE UNDER DST, GOVT. OF INDIA)

VIGYAN PATH, PASCHIM BORAGAON, GARCHUK, GUWAHATI- 35, ASSAM, INDIA

सं/ No: 590

दिनांक/ Dated: 13.05.2026

**Sub: Invitation of Proposals for Production of 10 minutes film on achievements of IASST and a 1 film of 5 min (edited version).**

### 1.0 Introduction

भारत के पूर्वोत्तर क्षेत्र में स्थित विज्ञान एवं प्रौद्योगिकी उच्च अध्ययन संस्थान (आईएसएसटी) देश का एक प्रमुख वैज्ञानिक अनुसंधान संस्थान है। दिनांक 3 नवंबर, 1979 को नोबल पुरस्कार विजेता डोरोथी सी. हॉजकिन द्वारा उद्घाटित इस संस्थान की कल्पना और पोषण पूर्व में असम विज्ञान सोसाइटी द्वारा की गई थी। इसके बाद, इसे मार्च 2009 तक राज्य सरकार द्वारा अपने एकमात्र स्वायत्त अनुसंधान एवं विकास संस्थान के रूप में समर्थित किया गया था। वर्ष 2009 के मार्च के महीने में संस्थान को विज्ञान एवं प्रौद्योगिकी मंत्रालय, भारत सरकार के एक स्वशासी अनुसंधान एवं विकास संस्थान के रूप में अपनाया गया। Institute of Advanced Study in Science and Technology (IASST) is a premier scientific research organization in the north-east region, IASST was conceived and nurtured by the Assam Science Society in its initial years and was inaugurated by Noble Laureate Dorothy C. Hodgkin on 3rd November 1979. Subsequently, it was supported by the state govt. as its only autonomous R&D institute till March 2009. The institute was taken over in March 2009 by the Ministry of Science and Technology, Govt of India as one of its autonomous R&D Institutes.

### 2.0 Scope of Work:

- Production of the film on achievements of IASST complete in all respects.
- Duration: The duration will be for 1<sup>st</sup> film 10 mts and for edited version 5 mts duration.
- Shoot format: Shooting in HD format.
- Background music in the film/s, need to be originally created.
- Language: Master Production in English and Hindi.
- Estimated cost for the both films (for both in Hindi and English language) is Rs.4,50,000/- (Four Lakh and fifty thousand only) exclusive of service tax maximum.

### 3.0 Deliverables:

Deliverables for both films in Hindi and English are:

- (i) Hard disc (MOV or empg. format) - one copy
- (ii) Hard copy of the final scripts in print form (one copy) and in ms-word or rtf file format.
- (iii) Compressed file of each episode for web site upload

### 4.0 Eligibility:

Production Company/Agencies/Producers who are fulfilling the following conditions will be eligible for apply.

- (i) The registered company/firm should have sufficient experience preceding the proposal due date (PDD), in similar assignments for production of documentaries and video serials. Minimum 2 work orders of film production of Government Institutions/Ministry/Autonomous institutions/Reputed organizations in last 2 years is required.
- (ii) The registered company/firm should have well trained production team (Director, Script Writer, Subject Expert, Editor etc).
- (iii) 1–2-minute sample video film (pilot) on IASST achievement is need to be submitted with application form in a pen drive by applicant's own expenses.
- (iv) Use of Artificial intelligence is strictly not acceptable for making sample video film.

### 5.0 Bidding Process:

Bidding process will consist of two separate biddings viz. technical bidding and financial bidding through a two-cover system. Two separate covers containing technical and financial bids need to be placed in a single large envelope.

### 6.0 How to Apply

- (i) The proposer must submit its **Technical Proposal and Financial Proposal** in two separate 'sealed envelopes' (duly super-scribed "Technical Proposal" and "Financial Proposal" on each envelope). Both these sealed covers should be enclosed in an outer cover and submitted to IASST.
- (ii) The proposals should be submitted in the prescribed format. Proposals not in the format will be rejected.
- (iii) There will be application fee of Rs.1000/- (non-refundable) and EMD amount of Rs. 10,000/- which need to be submitted along with application.
- (iv) The technical proposal must be accompanied with:-
  - Registered company/Production houses/Proposers should have experience in the field of production of science or environment or developmental or social sector television programmes. Documentary proof in support of business done in the field of film/audio-visual production related to science and technology communication and/or development related programmes done in the

past/being done with departments of the central/state Government, corporate houses and television companies. Enclose copy of the earlier work orders.

- Registered company/production houses must submit copies of GST registration, Pan Card etc.
- (v) The proposer will not vary/modify any aspect of the proposal/budget etc during the validity period or any extension thereof.
- (vi) विधिवत हस्ताक्षरित प्रस्ताव 02-06-2026 को दोपहर 3.00 बजे से पहले कुलसचिव, विज्ञान एवं प्रौद्योगिकी उत्तम अध्ययन संस्थान, विज्ञान पथ, पश्चिम बड़ागांव, गड़चुक, गुवाहाटी, असम 781035 भारत के पते पर पहुंच जाना चाहिए। नियत तारीख और समय के बाद प्राप्त निविदाओं (डाक द्वारा या हाथ से) को सरसरी तौर पर अस्वीकार कर दिया जाएगा। किसी डाक विलम्ब के लिए आईएसएसटी जिम्मेदार नहीं होगा। 03-06-2026 को विज्ञान एवं प्रौद्योगिकी उत्तम अध्ययन संस्थान, विज्ञान पथ, पश्चिम बड़ागांव, गड़चुक, गुवाहाटी, असम 781035 भारत में सुबह 11.00 बजे निविदा खोली जाएगी। प्रस्ताव प्रस्तुत करने से संबंधित किसी भी प्रश्न के लिए, आवेदक श्री सचिन नरवडिया, वैज्ञानिक-डी, विज्ञान और प्रौद्योगिकी में उन्नत अध्ययन संस्थान से फोन नंबर +91-0361-2270095 Ext.151 या ईमेल [sachin@iasst.gov.in](mailto:sachin@iasst.gov.in) के माध्यम से संपर्क कर सकते हैं। The duly signed proposal should reach to: The Registrar, Institute of Advanced Study in Science and Technology, Vigyan Path, Paschim Boragaon, Garchuk, Guwahati, Assam 781035 India on or before 3.00 PM of 02-06-2026. Tenders received (by post or by hand) after due date and time will be summarily rejected. IASST will not responsible for any postal delay. Tender will be opened on 03-06-2026 at Institute of Advanced Study in Science and Technology, Vigyan Path, Paschim Boragaon, Garchuk, Guwahati, Assam 781035 India at 11.00 am. For any query related to submission of proposal, applicant may contact to Shri Sachin Narwadiya, Scientist-D, Institute of Advanced Study in Science and Technology through phone no. +91-7827338158 or email [sachin@iasst.gov.in](mailto:sachin@iasst.gov.in)
- (vii) गुवाहाटी में देय "विज्ञान एवं प्रौद्योगिकी उत्तम अध्ययन संस्थान" के नाम से तैयार किए गए डीडी/बैंक आदेश के रूप में प्रत्येक परियोजना के लिए 1000/- रुपये के गैर-वापसी योग्य आवेदन शुल्क के साथ आवेदन प्रस्तुत किया जाना चाहिए। The application must be submitted with a non-refundable application fee of Rs.1000/- for each project in the form of DD/bank order drawn in the name of "Institute of Advanced Study in Science and Technology" payable at Guwahati.
- (viii) ईएमडी और आवेदन शुल्क का भुगतान एनईएफटी/आरटीजीएस/आईएमपीएस द्वारा नीचे दिए गए विवरण के अनुसार विज्ञान एवं प्रौद्योगिकी उत्तम अध्ययन संस्थान को ऑनलाइन के माध्यम से किया जा सकता है। The EMD and application fees can be paid through online by NEFT/RTGS/IMPS to Institute of Advanced Study in Science and Technology account as detailed below (kindly submit details of NEFT with the proposal the): - Account Name: Institute of Advanced Study in Science and Technology , Account No: 63460100001536, IFSC Code : BARB0VJBETK (Betskuchi Branch) Bank of Baroda.

## 7.0 Evaluation Process:

The proposals received will be scrutinized by the tender opening committee appointed by Institute of Advanced Study in Science and Technology. The committee will check all documents like format of the application, Firm's Registration Certificates, experience/earlier work orders /last three years profile of the key personals i.e Editors etc, application Fee/ EMD/ PAN/ GST number/ sample Pilot and Financial bids etc. submitted by the bidder. The committee will recommend all the eligible firms/ companies for evaluation of technical bids.

- IASST will adopt a two bid selection process in evaluating the proposals. Firstly, technical evaluation will be carried out as specified in evaluation procedure by committee appointed by IASST. Based on this technical evaluation, a list of short-listed applicants will be prepared and

subsequently the financial evaluation will be carried out.

- Institute of Advanced Study in Science and Technology will nominate committee consisting of not less than three members to evaluate and score the technical proposals for parameters listed 1 and 3 below. All the eligible companies/firms who will obtain 70 marks out of 100 will be eligible for financial evaluation. No TA/DA will be admissible to the proposers/applicants. Proposer or authorized representative will attend the presentation at their own cost.
- Technical Proposals will be evaluated on the basis of proposer's performance in production of science-based programme, films/science and development video series, artistic and aesthetic aspects of the pilot submitted, proposers prior experience, facilities possessed by the proposer and treatment /approach suggested proposed methodology and proposed treatment/script. The scores of the technical evolution will be assigned as per the scoring criteria to be used for evaluation will be as follows.

**Technical Evaluation: (70 % weightage)**

| S.N.         | Parameters                                                                           | Evaluation Criteria                                                                         | Total Marks |
|--------------|--------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|-------------|
| 1.           | Pilot submitted                                                                      | Marks will be given on criteria like Storyline Graphics/voice over/Music and Overall Impact | 40          |
| 2.           | Proposers prior experience company profile, facilities, News editor(s) profile score | Company Experience, facilities possessed and Team Profile                                   | 30          |
| 3.           | Presentation                                                                         | Approach, Methodology, Visualization etc.                                                   | 30          |
| <b>Total</b> |                                                                                      |                                                                                             | <b>100</b>  |

**Financial Evaluation: (30% weightage)**

- Financial bids of all short-listed applicants who score 70 marks and above will be opened. The opening of Financial Proposal shall be done in presence of respective representative of applicants who choose to remain present. IASST will not entertain any query or clarification from applicants who fail to qualify at any stage of selection process.
- All short-listed applicants would be assigned financial score. For financial evaluation, the total cost indicated in the Financial Proposal, excluding Service Tax, will be considered. Proposers who have quoted more than the estimate budget will be rejected. Each Financial Proposal will be assigned a financial score as detailed below:

The lowest financial proposal (L1) will be awarded 100 % score. The financial scores of other proposals will be computed as follows:

**Financial Score of a bidder = {(Financial Bid of L1/Financial bid of the Bidder) X 100}% (adjusted to 2 decimals)**

Proposals will finally be ranked according to their combined technical and financial scores (CS) as follows:

$$\text{CS} = \text{Technical Score} \times 0.7 + \text{Financial Score} \times 0.3$$

Weight assigned to technical and financial Proposals that shall be 0.7 and 0.3 respectively.

Generally, the successful applicant will be the applicant having the highest combined Score. The second highest Applicant will be kept in reserve and may be invited for negotiations in case the first-ranked applicant withdraws or is not selected for any reason.

**Example of scoring and evaluation of Tender:**

The marks scored by Bidders in the technical evaluation will be given a weightage of 70. Similarly, the financial bids of the Bidders will be given a weightage of 30. The lowest financial proposal (L1) will be awarded 100 % score.

Illustration of scoring criteria: Assume 3 participating Bidders have total technical scores as per column (3) in table below and in case of rates, the total rates quotes is as under:

| SN.<br>(1) | Description<br>(2) | Total Technical<br>Scores<br>(3) | rate quotes (say in<br>Rs. Thousand)<br>Financial scores<br>(4) | Financial Score of a bidder=<br>(Financial Bid of L1/Financial bid<br>of the Bidder)X100}% |
|------------|--------------------|----------------------------------|-----------------------------------------------------------------|--------------------------------------------------------------------------------------------|
| 1          | Firm A             | 80                               | 60                                                              | (50/60)X100= 83.33                                                                         |
| 2          | Firm B             | 75                               | 55                                                              | (50/55)X100= 90.90                                                                         |
| 3          | Firm C             | 70                               | 50                                                              | (50/50)X100= 100                                                                           |

The Bidder scoring minimum rates in the financial scores i.e. 50 scoring point will be awarded 100 % score and the other bidders will be worked out on proportionate basis and thereafter weightage.

Their combined technical and financial scores (CS) as follows:

(CS obtained by firm = **Technical Score X 0.7 + Financial Score X 0.3**)

CS obtained by **firm A** =  $80 \times 0.7 + 83.33 \times 0.3$  = 56+24.999 = 80.999 (**CS1**)

CS obtained by **firm B** =  $75 \times 0.7 + 90.90 \times 0.3$  = 52.5+27.27 = 79.77 (**CS2**)

CS obtained by **firm C** =  $70 \times 0.7 + 100 \times 0.3 = 49 + 30 = 79.00$  (CS3)

#### **8.0 Copyright:**

IASST shall hold proprietary rights on the use, marketing contents, and intellectual etc. of the final edited film and all shooting material.

#### **9.0 Payment:**

100% Payment will be made after the satisfactory completion of work in all respect.

#### **10.0 Timeline:**

Work should be completed in 120 days after the issue of work order. Failing, which a penalty of 0.5 % of the total value of the project will be charged as penalty for every week of delay, upto maximum of 5 % of total value of the project.

#### **11.0 Arbitration:**

- If any dispute, difference, question or dis-agreement shall at any time, hereafter arise, between the parties hereto or the respective representatives or assigns in connection with or arising out of the contract or duties of the said parties hereunder or any matter whatsoever incidental to his contract or otherwise concerning the works of execution or failure to execute the same whether during the progress of work or stipulated/extended periods or before or after the compilation or abandonment thereof, it shall be referred to the sole arbitrator appointed by Director IASST. It will be no objection to any, such appointment that the arbitrator so appointed is an employee of this organization or that he had to deal with the matters to which contract relates and that in the course of his duties as this Organization employees he had expressed views on all or any of the matters in dispute of difference.

#### **12.0 OTHER TERMS AND CONDTHIONS**

- The theme and topic of the achievements film should conform to the programme briefs provided by IASST from time to time. The production should be of high-quality meeting the industry standards. Competent and approved talent/voices should be used.
- Appropriate use of modern editing techniques including rendering of text/visuals, multi-layering, composting, chromo key, special effects etc should be made to make the film visually very rich. The video film should meet the international telecast standards of all public and private channels.
- Director, IASST reserves the right to accept or reject any or all tender(s) without assigning any reason thereof.

- All the successful proposal will have to submit final deliverables as per the work schedule issuing date of work order.

Script: 30 days from the date of issue of work order

Rough cut: 60 days from the approval of the script

Final Product: 30 days from the approval of the rough cut

- Director, IASST has right to extend the period of job based on genuine reasons, if necessary.
- Penalty will be imposed as per rule if the delivery of the final product is delayed beyond the agreed date of delivery.
- MSME registered company/Production houses/Proposers are exempted from payment of EMD but application fee is mandatory to all and application fee is non-refundable in any case.

**Submit one copy**



**IASST**

**Application Form**

**Proposer's Information**

**I/We wish to apply for the following Production of 10 minutes film on achievements of IASST and a 1 film of 5 min (edited version). Details are as under:**

| S.N. | Particulars                                                                                                                                                                                                                                                               | Details                     |
|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|
| 1.   | <b>Name of Proposer</b>                                                                                                                                                                                                                                                   |                             |
| 2.   | <b>Name of the firm/company</b>                                                                                                                                                                                                                                           |                             |
| 3.   | <b>Complete Address for communication</b><br><br>(Address with pin code, telephone numbers, fax no and emails).                                                                                                                                                           |                             |
| 4.   | (i) Phone /Mobile Number<br>(ii) Email Id                                                                                                                                                                                                                                 |                             |
| 5.   | Legal status of Organization<br>Is it a registered firm/company?<br>(If a partnership firm, state the: name/s and address/es of your partners. If company, state the names and addresses of Directors, photocopies of the certificate of registration should be attached) | Yes                      No |
| 6.   | (i) PAN Number<br>(ii) GST number                                                                                                                                                                                                                                         | (i)<br><br>(ii)             |
| 7.   | Application fee payment details:<br>EMD payment details :                                                                                                                                                                                                                 |                             |
| 8.   | Brief Description of the Proposer's Activities<br><br>(Attach separate sheet if space is insufficient.)                                                                                                                                                                   |                             |
| 9.   | Number of years experience in film making.                                                                                                                                                                                                                                |                             |



|     |                                                                                                                                                                             |  |
|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|     | (Attached work orders of earlier works with other government departments/autonomous bodies /PSU's and others)                                                               |  |
| 10. | Work Experience in producing in Science Technology/Environment/Agriculture and others)<br>(Attach separate sheet if space is insufficient, also attach copy of work orders) |  |
| 10. | Has the Agency/it's sister concern/any director ever been blacklisted/defaulted by any organization?                                                                        |  |
| 11. | Attach Bio-Data of Director, Script Writer, Subject Expert, Editor, Voice-Over artists etc                                                                                  |  |
| 12. | Any other relevant information                                                                                                                                              |  |

#### **DECLARATION**

- (i) I/We..... (authorized signatory for the proposer) solemnly affirm that the facts stated above are correct and nothing has been withheld. If any information submitted above, is found to be false or fabricated, I may be liable to be suspended and/or debarred from empanelment.
- (ii) I/We permit IASST to inspect my studio facilities & other records to ascertain the above facts.
- (iii) I/We permit IASST to cross check the above facts from any other source.
- (iv) I/We or my authorized representative, if required by IASST would make presentation before Selection Committee at my own cost.
- (v) Here by I/We declare that I/We shall adhere to the terms and conditions mentioned in Notice inviting proposal.

Signature with stamp:.....

Full Name:.....  
.....

Date:.....

**Financial Bid**

**(One copy in a separate sealed cover)**

Budget quote

We offer to undertake the project to **produce for Production of 10 minutes film on achievements of IASST and a 1 film of 5 min (edited version)** (in English and Hindi) as per the RFP No: **No: IASST/**

Dated \_\_\_\_\_ for a total cost of Rs \_\_\_\_\_

(Rupees.....)

exclusive of the GST.\*

Name of the Proposer:

Name of the Company :

Date :

Place :

Signature of the authorized signatory with stamp

\* NOTE: The cost mentioned here would be considered as the final quote from the firm. No change would be accepted. If you were applying for two serials, please quote the rates separately for each serial.