

LOK SABHA SECRETARIAT
(LOK SABHA TELEVISION CHANNEL UNIT)
TENDER NOTICE

Sealed tenders are invited from the professional, experienced and resourceful “research agencies” for providing editorial, data and information back-up to the editors, anchors, reporters, packaging teams, producers and others involved in the Lok Sabha Television Channel, a 24 x 7 Parliamentary TV Channel. The agency should have at its disposal a mechanism of quick retrieval of the desired information from its archives, for feeding the live anchors at a very short notice. The agency as and when required should also be in a position to provide requisite inputs both in Hindi and English, as the case may be and a framework or suggestions for questioning, invited guests/special experts, depending upon the nature of the topic being discussed. The agency should have experience of providing similar service to any Parliamentary / Govt. TV Channel and should have produced extraordinary and quality work relating to legislative research.

2. The on-site and off-shore requirements, incumbent upon the agency are:

A. On-site requirements:

(i) Services to be provided on all working days of the week, *i.e.* from Monday to Saturday from 8 a.m. to 10 p.m. in two shifts of 2/3 researchers each. However, need based services may also be required on Sundays and public holidays. It should be ensured that the researchers deployed by the agency are minimum post-graduates and have a demonstrated record of good quality of research output with well-reputed academic institutions/media agencies.

(ii) Senior most researcher shall attend editorial meeting in LSTV studios at 10 a.m. everyday.

(iii) The agency shall provide reliable and authentic information to the anchors, news editors, news producers and others at short notices, if the need so arises.

(iv) Complete research and anchor support shall be provided for all kinds of current affairs programmes, news bulletins, digests for Lok Sabha debates, and any other programme visualized by producers of LSTV.

(v) The research methodology and style for providing inputs shall be decided in consultation with the Executive Director (Production), Executive Producer, Senior Producer/Editor of the LSTV.

(vi) All materials shall be saved on the hard disks and the printouts shall be provided to the editorial and production teams, if required at short notices.

B. Off-shore requirements

(i) Services to be provided on the same terms and conditions as enumerated for the on-site clause.

(ii) Provide service delivery via e-mail through secure website to the LSTV studio site.

(iii) Have an alternative delivery mechanism in place, in case of unforeseen technical problems with the website/servers/internet.

3. Facilities to be provided 'ON-SITE'

All necessary functional facilities shall be provided by the Lok Sabha Secretariat.

4. Terms & Conditions

(i) The service would be provided on the basis of an annual contract. With every yearly extension of the contract, the contractual fee shall be refixed with mutual consent.

(ii) The contract shall be drawn after mutual discussion between the successful bidder and the Lok Sabha Secretariat. It would have a

“Severance Clause”, with a notice of one month to end the contract, that can be used by the Lok Sabha Secretariat only.

(iii) Other clauses in the contract shall be drawn up in mutual consultations between both parties.

5. Separate bids should be submitted for technical and financial bids. Rates should be quoted for providing the services at Para 2 (A&B) above on monthly basis, both in figures as well as in words. Relevant documents supporting the proof of the information given must be attached with the tender.

6. The tender should be accompanied by Bank draft for Rs. **25,000/- (Rupees twenty five thousand only) drawn in favour of D.D.O. Lok Sabha and payable at State Bank of India (SBI), Sansadiya Soudha, as earnest money.** Tenders without earnest money shall be rejected summarily. The earnest money is refundable without any interest in the event of non-acceptance of tender. The acceptance of a tender shall rest with this Secretariat, who are not bound to accept the lowest tender. The Secretariat reserves the right to reject any or all the tenders without assigning any reason whatsoever.

7. The tenders in the prescribed format alongwith the supporting documents and the earnest money submitted in a sealed cover marked **“Bids for Providing Research Services for LSTV”** may be sent by **Regd. Post/Speed Post to Director (LSTV), Lok Sabha Secretariat, Room No.G-1, Parliament House Annexe, New Delhi-110 001 within 15 days of publication of this advertisement (latest by 5 p.m). Late bids shall not be accepted.** Details of the advertisement can be accessed at our website, www.loksabha.nic.in.

8. The tenders will be opened at 5.00 P.M. on the last day of submission of bids. The tenderers or their authorized agents may be present, if they so desire. The tenderer whose tender will be accepted

will have to commence the desired service from a date as may be fixed by this Secretariat.

FORMAT
BIDS FOR PROVIDING RESEARCH SERVICES FOR LSTV.

1. Name of the agency _____
2. Address of the agency _____
3. Telephone No. _____ (O) _____ (M) of the proprietor.
4. Whether the agency /firm is registered _____
- 4 (a). If yes, state (i) Registration No. _____
(ii) PAN No./TIN No. _____
(iii) Year of Registration _____
5. Headquarter of the agency _____
6. Branch Office alongwith the Address, if any _____
7. The technical bid shall be evaluated on the basis of the following criteria.
 - (a) Total strength of the agency (along with the break-up list) _____
 - (b) Educational qualification and professional experience of the research team.
Copies of the qualification and experience details are to be attached.
 - (c) Any extraordinary and quality work relating to legislative research produced by the research agency (Details thereof to be furnished)
 - (d) Whether the agency has provided/is providing similar service to any other 24x7 Legislative/Government TV Channel. (Details to be furnished) _____
 - (e) Details of any research papers/monographs on contemporary legislative matters/issues, governance issues brought out during last two years (2014 and 2015) (Copies to be enclosed.)
8. Amount quoted _____ in figures _____
(in Rupees per month) _____ in words _____
9. Earnest money deposited:-
 - (a) Amount Rs. _____
 - (b) Bank draft No. _____ dated _____
 - (c) Drawn on (bank) _____
10. Name of the Proprietor _____
11. Address of the Proprietor:
 - (a) Present _____
 - (b) Permanent _____

Signature of the Proprietor and Seal of the Agency

Date: _____