

# **THE INDIAN SCIENCE CONGRESS ASSOCIATION**

**Tender Document for  
Composing and Audio Recording of ISCA Song**

**14, Dr. Biresh Guha Street  
Kolkata 700 017  
<http://sciencecongress.nic.in>**

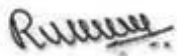
Tender No.:290/S1/2022-2023

Date:05/08/2022

### **Notice Inviting Tender**

ISCA invites sealed tenders in **SINGLE STAGE, TWO ENVELOPE METHOD**, (Technical Bid in one envelope and Financial Bid in another envelope) on behalf of General Secretary (Membership Affairs), ISCA for Composing and Audio Recording of ISCA song.

It is specified that the Bids are being invited on **OpenTender basis** having experience in similar type of work with ISCA or other Govt. of India organizations in appropriate class. The tenders complete in all respect should be tendered by registered/speed post so as to reach on or before the date 25/08/2022 at the following address :



General Secretary (Membership Affairs)  
The Indian Science Congress Association,  
14, Dr. Biresh Guha Street,  
Kolkata 700 017

A	Name of Work	:	Composing and Audio Recording of ISCA song
B	Time duration of song including music	:	Maximum 4 minutes
C	Time for Completion of Work	:	Within three months from the date of order
D	Date & time of opening of Bids	:	To be decided later on by ISCA

*Ruany*

General Secretary (Membership Affairs)  
The Indian Science Congress Association,  
14, Dr. Biresh Guha Street,  
Kolkata 700 017

## **TERMS & CONDITIONS OF CONTRACT**

1. The sealed tender in Single stage, two envelope method shall be submitted in accordance with underlying instructions and any tender not conforming to these shall be liable to be rejected. These instructions of tender shall form part of the contract on award of work.
2. The tenders shall be submitted in two sealed covers separately i.e. “**Technical Bid**” and “**Financial Bid**” superscribed with the name of work, due date of submission, in the following manner: -

**a) Technical Bid (First sealed Envelope):**

First sealed cover superscribed as “**Technical Bid for Composing and Audio Recording of ISCA song**” containing the acceptance of Technical specifications of printing and documents as per check list enclosed herewith.

**b) Financial Bid (Second Sealed Envelope):**

Second sealed cover superscribed as “**Financial Bid for Composing and Audio Recording of ISCA song**” containing offered rates (in words & figures both) inclusive of all taxes with details and documents as per check list enclosed herewith.

3. **QUALIFYING REQUIREMENTS:**

**General Eligibility:**

Sl. No.	Criteria	Eligibility Criteria	Documents
1.	General	The bidder must not be BLACK LISTED by any Govt. department/ PSU (State or Central)/ Autonomous Institution.	Undertaking on Letterhead
		The bidder should be in business for minimum 05 years.as on 31st March, 2022.	Certificate of Incorporation
		The Bidder should have experience of executing / be in the process of executing Central / State Government	Experience Certificate/ WO/ PO/ Completion Certificate

2.	Technical Capabilities	Organizations / Public Limited companies/ Institutes/ University /private in India, during last 5 years At least one order which is not less than INR 1 lacs of total contract value	
3.		Net worth of bidder must be positive	Copy of CA audited certificate
4.		The Prime Bidder should have an average annual turnover of at least INR 5 lacs during the last three financial years (i.e. 2018-19; 2019-20; 2021-22)	Undertaking
5.		The bidder must submit certain declarations as form of tender included in this documents, with out which bid would not be considered for evaluation.	Undertaking
		The Bidder should have not less than 05 employees and at least 2 professionally qualified personnel to be work on editing Software	Undertaking
6.		The Bidder should have a digitally equipped studio including licensed software for video editing, Echo Proof studio, Equalizer DAT Cassette Player, DVR, Spool Recorder, VCR, DVR etc.	Declaration

The tender should also contain the following:

- (a) Details about the organization,
- (b) Number of years' of experience in the similar field, similar means Audio Recording of song
- (c) Infrastructure and other facilities available with tenderer to ensure timely completion of the work.

The party should have requisite infrastructure available and shall employ suitable expert for the work on full time basis. If necessary, successful party have to ensure that suitable staff for this job shall also work on Saturdays / Sundays / Holidays as and when required by ISCA and all the charges are deemed to be included in the offered price.

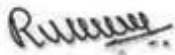
4. The job of audio song recording includes composition of the song and audio recording of the song. The recording company would have to accept total responsibility for perfect execution of the job within the stipulated period.
5. The tender along with its supporting documents shall be in English and / or Hindi language only.
6. The tender shall remain valid for 75 days from the date of opening of tender (To be decided later on by ISCA.).
  - a) Only technically qualified tenders will be eligible to be considered for Financial Bid opening which shall be suitably intimated to qualifying bidder.
  - b) Telegraphic, Telefax or E-mail tender(s) will not be accepted. If delivered by registered/speed post, it should reach on or before the due date. ISCA shall not be responsible for any loss or delay in transit.
  - c) Before submitting the tender, the party may visit the ISCA office so as to acquaint themselves with the nature of the work and other necessary information which may affect this offer.
  - d) Prices should be inclusive of all prevailing taxes and the same is required to be mentioned in percentage and value.
  - e) In the event of discrepancy in the rates written in words and the figures, the rates quoted in words will be considered final.
7. If the party fails to comply with the tender conditions, the work shall be got done by ISCA at the risk and cost of successful bidder and its responsibility will be fully with the bidder. In such case, the expenses incurred will be deducted from the payment due to successful bidder.
8. Successful party shall have to submit the track and recorded ISCA song to the ISCA before starting the final recording. The party will start final recording only after obtaining written approval from ISCA.
9. **LIQUIDATED DAMAGES:** The time is the essence of this work, so as to complete in a specified period. The total time allowed for completion of work is three months from the date of award of contract. If the party fails to deliver the recorded audio ISCA song to the satisfaction of ISCA or fails to perform the services within the specified period in the contract, ISCA shall, without prejudice to its other remedies available under the offer letter, deduct from the Contract Price, as liquidated damages, an amount at the rate of Rs.250/- per day for the period of delay from the due delivery date to a maximum of 10 percent. In addition to this, the Association shall also have the right to get the work completed from other sources at the cost, risk and responsibility of the party .
10. Successful party shall have to deliver recorded audio ISCA song at The Indian Science

Congress Association, 14, Dr. Biresh Guha Street, Kolkata 700 017 and the prices shall be deemed to be included with the offer price.

11. **Payment terms:** Full & final payment shall be made within 40 days of satisfactory completion and delivery of work order after deducting TDS / WCT wherever applicable.
12. The Competent Authority reserves the right to reject all or any tender(s), wholly or partly, without assigning any reason whatsoever.
13. The party should have recording facility in Kolkata only where the work should be carried out.
14. The Tender offer should be submitted as per the checklist for both, Technical Bid and Financial Bid.
15. **EVALUATION CRITERIA:** Bidder quoting the lowest amount for composing and audio recording of ISCA song shall be awarded the work order.
16. **ARBITRATION CLAUSE:**

All disputes, differences and questions arising out of or in any way relating to or concerning with this tender or subject matter thereof or the representative/ Duties/ or liabilities of the parties shall be referred to the sole arbitration of the arbitrator appointed by the Competent Authority of ISCA or any person nominated by them. The arbitration shall be in accordance with the Arbitration and Conciliation Act, 1996 (or as amended from time to time). The arbitrator shall be entitled to extend the time of arbitration proceedings with consent of the parties. No part of the tender shall be suspended on the ground of pending arbitration proceedings. The Arbitration proceedings shall be held in Kolkata.

This tender shall be governed by and interpreted in accordance with the laws of India and subject to jurisdiction of Courts in Kolkata.



General Secretary (Membership Affairs)  
The Indian Science Congress Association,  
14, Dr. Biresh Guha Street,  
Kolkata 700 017



## **TECHNICAL SPECIFICATIONS**

Name of Work	:	Composing and Audio Recording of ISCA song.
Composer	:	Should be a very renowned musician in the Industry with good experience of movie song recording and ample knowledge of classical and aesthetic music.
Instruments to make the track	:	Acoustic rhythm leather / non leather, plucking Bowing, blowing instruments.
Recording software	:	Nuendo 11 or higher
Mixing Console	:	SSL AWS Delta or SSL Matrix
Audio interface	:	Prism ADA 128 or equivalent to produce the same sound quality

**Special Conditions of Contract:**

1. The bidder shall have to quote the rates inclusive of composer fees, fees of musicians playing instruments, studio rent and any other related aspect of Composing and Audio Recording of ISCA song.
2. The bidder can visit the office for any clarification before quoting the rates or also through written application at indicated address/email.
3. An incomplete tender and/or late tender are liable to be rejected.
4. All the valid certificates (as indicated in checklist) should be submitted along with the Technical Bid, otherwise the tender shall be out rightly rejected.
5. Copyrights and intellectual property rights of all materials ( track / music/ audio etc.) will be reserved and rest with ISCA.
6. Communication material produced thereof, could not be copied, reproduced, revised , disseminated or and used in parts or full in any form / medium without written CONSENT / APPROVAL of the competent authority of ISCA.
7. ONLY on approval and consent of the competent authority of ISCA, the communication material developed , could be shared with any other Individual/ Agency/ Department/ Organization.
8. **The bidder will submit a certificate that the track to be developed will be the original one and free from any type of plagiarism / copyright issues.**
9. ISCA reserves all rights and privileges to use the developed material for its various programs and promotional activities , for immediate, near and distant future.
10. The singer of the song will be suggested by ISCA and his / her fees will not be responsibility of the selected bidder and it will be sole responsibility of the selected bidder to synchronize with him / her for audio recording.
11. The selected bidder will have to take the approval of the track developed from ISCA before starting of the audio recording of the song.
12. No advance payment shall be given.
13. **Code of Ethics:**

The contract can be cancelled if : Tenderer enters into a contract with the Association in connection with which commission has been paid to any person(s) or agreed to be paid by him or to his knowledge, unless the particulars of any such commission and the term of payment have previously been disclosed in writing to the competent authority/vigilance office;

or

Offers or gives or agrees to give to any person in Association's service or to any other person on his behalf any gift or consideration of any kind as an inducement or reward for doing or for bearing to do or having done any act in relation to the abstention or execution of this or any other contract for the Association;

or

Obtains a contract with the Association as a result of ring tendering or other non-bonafide methods of competitive tendering;

Sd/-

General Secretary (Membership Affairs)  
The Indian Science Congress Association,  
14, Dr. Biresw Guha Street,  
Kolkata 700 017

**Form of Tender**

**Tender No.**

**Date;**

To:  
The General Secretary (Membership Affairs)  
The Indian Science Congress Association,  
14, Dr. Biresh Guha Street,  
Kolkata 700 017

**Sub: Composing and Audio Recording of ISCA song**

Sir/Madam

Having examined the terms & conditions, the receipt of which is hereby duly acknowledged, we the undersigned, offer to supply and deliver Composing and Audio Recording of ISCA song in conformity with the said tender for which the price inclusive of all applicable taxes is quoted in Financial Bid of this tender.

We undertake, if our tender is accepted, to deliver Composing and Audio Recording of ISCA song in accordance with the delivery schedule specified in the terms & conditions.

This tender together with written acceptance thereof and notification of award shall constitute a binding Contract between us, with acceptance of all terms and conditions.

Dated this ..... day of ..... 2022.

(Signature)

(In the capacity of)

Duly authorized to sign tender for and on behalf of

.....

(please specify here Name of the Bidder with complete address of Company and Phone no.)

### **Checklist for Technical Bid :**

The following documents are required to be submitted along with the Technical Bid (all self-attested copies):

1. Copy of valid GST Regn. No. / Certificate self -attested.
2. Copy of Permanent Account Number (PAN) self -attested.
3. Copy of Registration certificate of the organization i.e. proprietorship, partnership, company, etc. self –attested.
4. Signed profile of composer.
5. Soft copy (USB) of 5 songs recorded.
6. Copy of the bill of the audio song recording costing more than Rs 1 lacs.
7. Number of years' of experience in the similar field, similar means Audio Recording of song.
8. Infrastructure and other facilities available with tenderer to ensure timely completion of the work.
9. A brief note about the Organization.
10. Proof of TAN No. of Works Contract Tax / TAN Number.
11. Certificate that the track to be developed will be the original one and free from any type of plagiarism.
12. All documents as required in General & Technical Eligibility given earlier.
13. All pages of this tender with signatures and stamp as acceptance to tender terms & conditions

**Checklist For Financial Bid :**

1. Financial Bid should be duly signed & stamped indicating clear **firm price offer** Composing and Audio Recording of ISCA song. It should be inclusive of all applicable taxes and the amount of taxes also to be specified.

**FINANCIAL - BID / PRICE - BID**

S.No.	DESCRIPTION	Fees of Composer	Total fees of all musicians	Studio Rent for all possible days	Miscellaneous Charges	AMOUNT (in Rs) (in Figures) (3+4+5+6)	AMOUNT (in Rs) (in Words) (3+4+5+6)
1	2	3	4	5	6	7	8
1	Composing and Audio Recording of ISCA song						

Signature & stamp of Bidder