

Application form for EOI
(Live Telecast of Vasantotsava 2019)



Description of Applicant :

1. Name of the channel :
2. Office Address :
3. Name, Designation and Address of the concerned Officer to be referred for communication :
4. Contact no.
5. E.mail ID :
6. Website :
7. PAN no. of the Channel (Controlling firm) :
8. Details of the Producer, Director and Editor of the proposed telecast :

<u>Producer</u>	<u>Director</u>	<u>Editor</u>
(i) (a) Name _____	(ii) (a) _____	(iii) (a) _____
(b) Contact no. _____	(b) _____	(b) _____
(c) E.mail ID _____	(c) _____	(c) _____
9. Number of years the channel is producing / broadcasting Bengali news / feature / entertainment programmes :
10. Any other information the bidder would like to include :

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Technical Credentials of the Applicant :

11. Details of programmes telecast live by the Channel in last 2 years (Any 03 programmes) :

Sl.no.	Name of Programme	Name of the Organization	Contract Price (Rs. Lakh)	Remarks

*Use additional sheets if required. Provide attested copies of orders /contracts/brochures etc as supporting documents.

Place :

Name & Signature :

Date :

Designation :

Company Seal

DETAILED NOTICE INVITING EXPRESSION OF INTEREST FOR LIVE TELECAST OF VASANTOTSAVA -2019

Ref No : Estate.TL-4/654/2018-19 dated:- 05-03-2019 of the Registrar, Visva-Bharati



TERMS AND CONDITION FOR THE E-O-I AND BID PROCESS

1. Submission of EoI application :

Application Form, basic terms & conditions etc will be available in the office of the P/A to the Registrar, Visva-Bharati from 10.00 a.m on 10-03-2019 to 3.00 p.m on 11-03-2019. Last date for submission is 6.00 p.m. on 11-03-2019.

The application Form and terms & conditions may also be downloaded from the University website from 3.00 p.m on 09-03-2019.

2. **Eligibility conditions** : Only reputed **satellite** TV channels having at least 5 years experience of producing/broadcasting/telecasting Bengali news or feature programmes etc may submit EoI application in the prescribed form for "Live Telecast" licence of Vasantotsava- 2019 to be organized by Visva-Bharati.

3. Documents to be submitted:

Attested photocopies of registration/licence from appropriate authority, PAN card, P Tax , GST registration (if applicable) etc and papers supporting experience, details of programmes etc as per EoI form are to be submitted along with the application form failing which application may not be accepted.

4. **EMD**: The applicant channel has to submit refundable Earnest Money Deposit of Rs.20,000 (twenty thousand) only by account payee cheque drawn in favour of "Registrar, Visva-Bharati", payable at Santiniketan/ Bolpur. The EMD will be refunded to the bidders after completion of the bid process.

5. Pre-bid meeting:

The University may have a pre-bid meeting at 10.30 a.m. on 12-03-2019 after which detailed terms and conditions will be issued and shortlisted bidders (among the bidders who submitted EoI) will be invited to submit detailed technical & financial bids. Expected date of submission of such detailed bids is 16-03-2019.

6. **Payment of bid amount (licence fee):** The successful bidder shall have to pay the final bid amount in advance within 19.03.2019 by account payee cheque drawn in favour of "Registrar, Visva-Bharati", payable at Santiniketan/ Bolpur.

7. **Security deposit:** The selected bidder shall have to pay Rs.30,000 as security deposit which will be refunded to the bidder after successful completion of the work (telecast) with full observation of all terms and condition, after 25.03.2019. Part or full of the Security Deposit may be forfeited if the telecast is not successfully completed with full observation of all terms and conditions.

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Basic terms & conditions for the live telecast of Vasantotsava- 2019
(Indicative only, subject to modification)



1. Like the previous years, Vasantotsava- 2019 will be celebrated at Visva-Bharati Santiniketan through several functions.
2. Programme details:

Sl. No.	Date	Time	Venue	Details
1	20 th March, 2019	7.00 P.M.	Asrama Ground	<i>Natyagiti</i> "Sundar"##
2	20 th March, 2019	9.00 P.M.	Gaur Prangana	<i>Vaitalik</i>
3	21 st March, 2019	5.00 A.M.	Gaur Prangana	<i>Vaitalik</i>
4	21 st March, 2019	7.00 A.M.	Gaur Prangana & Asrama Ground	Procession & Stage Functions **
4	21 st March, 2019	7.00 P.M.	Asrama Ground	<i>Giti Natya</i> "Shyama" ##

**These programmes are to be compulsorily telecast live from the venue.

These programmes may be shown live or recorded as per convenience of the channel.

3. The selected channel shall have to compulsorily telecast live the procession and stage function (21st March 7.0 a.m.). The channel may show the programmes at serial no 1 & 4 either or recorded.
4. The selected channel shall arrange live telecast and or recording at its own cost and with its own manpower, tools and implements. The selected channel will arrange for temporary power connection at its own cost. The university will issue NOC for the same. The channel may also use green generator of its own and at its own cost. However, the University may consider providing power from its own source if taking temporary power connection proves to be logistically difficult.
5. All persons working for the channel during the live telecast/recording shall either wear uniform or vest with the name of the channel prominently printed on it.
6. Only the stage and the surroundings of the venue (Asrama Ground & Gour Prangana) can be shown in such telecast. Heritage buildings, campus, rehearsal and related activities can not be recorded /shown / telecast without specific permission from the University.
7. Except news and advertising breaks, no other interruptions can be made during the telecast. Part of any other programme, personal views, memoirs, discussion, reviews, interviews etc can not be shown during telecast.

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8. Only the official programmes of Visva-Bharati (from the stage / procession etc) can be telecast.
9. Programme / activities of any other organization / groups /troupe etc can not be shown during telecast.
10. Camera positions, camera persons' movement plan, location of OB van / green generator, giant screen and other equipment / accessories will strictly follow the layout map / plan approved by Visva-Bharati authority.
11. In case of repeat telecast, permission from Visva-Bharati authority is to be taken. The University may ask for additional fees for such repeat telecast. No telecast of recorded programme, clippings etc can be made in future without Visva-Bharati's written consent.
12. Camera persons will not be allowed to enter the stage / dias or any other restricted area.
13. No still photo of any rehearsal, preparation etc can be taken for use during the telecast. However, still photos of stage / procession during the main programme can be taken for use in the telecast.
14. No photo / video of any unfortunate disturbance which can create fear, commotion, stampede, law & order problem etc among the audience or viewers can be shown.
15. Legal action may be taken against the channel for telecasting any photo / video / comment etc that may not be in consonance with the spirit and tradition of Vasantotsava/ Santiniketan or that may be derogatory and violate decency or law of the land.
16. The telecaster and the producer/director/ editor of the proposed live telecast must have a good idea about Tagoreana and the functions & festivals of Santiniketan/ Visva-Bharati. They should be committed to the preservation of the sanctity and heritage of Santiniketan.
17. While selecting the channel, Visva-Bharati will give due consideration to the experience and eminence of the channel as well as the proposed producer/ director/ editor.
18. The telecaster shall provide the University with two copies of the video recording of the programme : (i) one unedited version of all video recordings and (ii) one edited and telecast version.
19. The telecaster shall co-operate with Visva-Bharati in all security matters.
20. The telecast shall concentrate on the viewers/audience as a whole and shall not as a matter of principle zoom on any individual or VIP.
21. Only the voice of the anchor/compere/artist/ commentator can be inserted in the intervening time between songs. The voice-over must be consistent with the text.
22. This programme cannot be shared with any other TV channel.
23. Visva-Bharati will have exclusive ownership and copyright of the programmes telecast or recorded.

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24. The channel shall abide by all Government rules/regulations/ orders etc regarding live telecast of the programmes and all other matters including censorship norms, local and other taxes, permission from police/broadcasting authorities, contract labour etc.
25. The selected channel shall enter into an agreement (regarding the terms and conditions) with Visva-Bharati for telecasting the programme.
26. While telecasting the programme, the telecaster shall use the caption "Live telecast from Santiniketan, Visva-Bharati" on the display screen.
27. **Visva-Bharati may choose the advertisers / advertising agency and the channel will get share of the revenue. However, this revenue model is not final and the matter will be finalise only after the pre-bid meeting. In case the channel is allowed to select advertisers of its own, the advertisements shown shall not be out of tune with the spirit and tradition of Vasantotsava and Santiniketan.**
28. These terms and condition are basic in nature and detailed terms and condition with additional paras and modifications, if any, will be issued to shortlisted bidders who will be allowed to submit financial bid.
29. Visva-Bharati reserves the right to cancel the EoI and bid process and not to award the work to any applicant/bidder.
30. The Registrar, Visva-Bharati may be conducted for any clarification required by applicant.

Registrar
Visva-Bharati