

REQUEST FOR PROPOSAL

Program: DigiSakshar Video Creation and Voice Over project

RFP no. RFP/DS/01/21-22

Release Date- 9th March March 2022

Introduction

NASSCOM Foundation is a non-profit, non-governmental, non-religious organization established under the Indian Trust Act in India. NASSCOM Foundation is a voluntary organization focused on improving the quality of life of individuals by imparting Education and Information Technology (IT) & Computer related skills development and training among women and youth.

NASSCOM Foundation inviting a proposal on video-based content creation for the DigiSakshar project.

Scope of the project

Part A

- Video style in 2D animation (with characters)
- Video Duration - Minimum 5 min and Maximum 30 min
- All videos in multilingual (All Indian Languages)
- Scripting
- Storyboarding
- Graphic & Character Design
- Voice-over Recording (up to 2 characters) – (Multi-Lingual – all Indian Languages)
- Background music
- Animation
- Post Production and Rendering to deliver a fully ready usable video
- Tentative per video cost for 5 min video (exclusive of taxes) INR 3500-4000.
- Tentative per minute cost exceeding 5 min (exclusive of taxes) INR 600 – 700.

Part B

- Voice-over Recording (up to 2 characters)
- Background music
- Multi lingual videos (All Indian Languages)
- Scripting
- Post Production and Rendering to deliver a fully ready usable video
- Tentative per video cost for 5 min video (exclusive of taxes) INR 2500 – 3000
- Tentative per minute cost exceeding 5 min (exclusive of taxes) INR 400 – 500

REQUEST FOR PROPOSAL PROCESS AND PROCEDURES

The table below outlines the major activities and the procurement schedule. These dates are subject to change without notice.

Mandatory Requirements

Share sample video along with RFP.

Share the costing table for all the pricing elements and video length up to 30 min.

Sample as below

Single Voice	Video Creation	Voice Over
up to 5 min		
5th min to 9.59 min		
10th Min to 14.59		
till 30th Min		
Double Voice		
0 min to 5 min		
5th min to 9.59 min		
10th Min to 14.59		
till 30th Min		

A committee formed by the NASSCOM Foundation will evaluate the proposals. The proposals will be evaluated based on the criteria laid out in the "Evaluation Process" Section. The scoring of Vendor (Partner) responses will consider the Vendors' description of their ability to meet or not meet these requirements. The NASSCOM Foundation reserves the right to award the contract based on its own best interests, to make no award, to reject any and all proposals, and to waive any informality in bidding, at the sole discretion of the NASSCOM Foundation.

Presentations

A selection of Vendors may be invited to provide a presentation of their proposed services in the form of a Q and A session between **16th March – 18th March 2022**. Only Vendors invited to present will be offered this opportunity. Invitations will be issued by **15th March**

2022, and the time and date of presentation will be determined mutually between the NASSCOM Foundation and the Vendor. An agenda will be issued with the invitation.

Proposal Preparation

All Vendors are asked to organize their proposals in a simpler format stating the cost and deliverables for each individual activity to enable a smooth and effective evaluation process. Proposals should be provided in Word or PDF format along with the supporting excel sheet on which the commercials are worked on.

Proposal Changes/Amendments/Closing Dates/Late Proposals

Refer to the Response Instructions and Information cover sheet for information on proposal changes, notification of changes, closing dates, and late proposals.

Vendors Expenses

Vendors are solely responsible for their own expenses in preparing, presenting or delivering a proposal.

Authorization

Proposals shall be signed by an authorized official of the bidder's organization whose name and capacity shall be typed or printed below his signature.

Additional Terms

General Conditions

The General Conditions, copy of which has been furnished to the bidder, form a part of these specifications and shall be examined before the submission of proposals. Unless these specifications expressly waive terms of the general conditions, or are more definite or more restrictive, they shall not be deemed to waive such terms.

Acceptance of Terms

Terms and conditions of the contract resulting from the award of this RFP will be finalized once the successful Vendor has been identified.

Confidentiality of Information

Information pertaining to this RFP or any material obtained by the Vendor as a result of participation in this project is confidential and must not be disclosed without written authorization from the NASSCOM Foundation.

Organization's Profile

Company Overview	
1.	Registered Name
2.	Objective of the Organization
3.	Year of Establishment
4.	Registered Office
5.	Names of Directors/Partners
6.	Brief Profile of Senior Management
7.	Office/centre address
8.	Chief contact person
9.	Office number
10.	Mobile number
11.	Fax
12.	Email
12.	Website
13.	Registration Certificate
14.	PAN Number
15.	Copy of Form 12A (if applicable)
16.	Copy of Form 80G (if applicable)
17.	GST Number (if applicable)
18.	FCRA (Yes/No)

Relevant Experience							
19.	No. of Completed Projects in similar nature						
20.	Has the Organization ever been blacklisted						
	(Provide details, if Yes)						
21.	References						
	Organization	Contact Person	Designation	Phone	Email	Project Undertaken	Period of Engagement
1.							
2.							
3.							

[Financial Proposal Format](#) (to be submitted in a password protected excel sheet)

Budget Category	TOTAL	Comments
TOTAL	-	

Last Date for Proposal Submission: [12th March 2022](#)

Proposal should be mailed to rfpforskills@nasscomfoundation.org with subject line "Proposal: DigiSakshar Video Content creation and voice over _Organization Name".

Financial proposal, in a password protected excel sheet, should be sent in a separate mail to the same id with subject line “Financials: DigiSakshar Video Content creation and voice over _Organization Name”.