

Terms and Conditions for Inviting Tender for Video Creation in AR/VR Technology

1. General Terms

- 1.1. The tender is open to professional agencies, production houses, start-ups and vendors specializing in AR/VR video creation.
- 1.2. The agency must possess prior experience in developing AR/VR projects, with demonstrable work in similar assignments.
- 1.3. Proposals must adhere to the scope of work defined for the 25th-anniversary celebration.

2. Scope of Work

- 2.1. The AR/VR video must showcase the journey, achievements, and future vision of the organization.
- 2.2. The final deliverable should include:

A fully immersive VR experience viewable on the program day in front of audience.

Optional: Interactive elements for user engagement.
- 2.3. The content must align with the provided storyboard and script or incorporate refinements as mutually agreed upon.

3. Eligibility Criteria

- 3.1. The bidder must be a registered entity with a valid GST registration and PAN number.
- 3.2. A minimum of 3 years of experience in AR/VR content creation is mandatory.
- 3.3. Submission of at least three relevant past projects as proof of expertise is required.
- 3.4. The bidder must not have been blacklisted by any government or private organization.

4. Submission Requirements

- 4.1. The bid must include the following:
 - a. Company profile with credentials.
 - b. Detailed technical proposal, including methodology, timeline, and deliverables.
 - c. Commercial proposal with itemized costs.

d. Portfolio of past projects.

4.2. Bids must be submitted in sealed envelopes before the

5. Evaluation Process

5.1. Bids will be evaluated on a two-stage process:

Technical Evaluation (70% weightage): Based on expertise, quality of past work, and proposed methodology.

Financial Evaluation (30% weightage): Based on cost-effectiveness and value for money.

5.2. Only bids scoring a minimum of 80% in the technical evaluation will be considered for financial evaluation.

6. Payment Terms

6.1. Payments will be made in installments as follows:

20% upon submission of the draft version for review.

80% after final delivery and approval.

6.2. Taxes will be deducted at source as per government norms.

7. Timelines

7.1. The project must be completed within 10 days from the date of contract signing.

7.2. Any delay beyond the agreed timeline will attract penalties of 1% of the total contract value per day, up to a maximum of 10%.

8. Intellectual Property

8.1. All rights to the final AR/VR content will belong exclusively to the organization.

8.2. The agency will not use or share the content with third parties without prior written consent.

9. Confidentiality

9.1. The agency must maintain confidentiality of all shared data, documents, and project details during and after the contract period.

10. Force Majeure

10.1. Neither party will be held liable for delays caused by circumstances beyond their control, including natural disasters, pandemics, or government restrictions.

11. Termination Clause

11.1. The contract may be terminated under the following circumstances:

Failure to deliver quality work as per the agreed terms.

Breach of confidentiality or any terms of the agreement.

Non-compliance with the project timeline without valid reasons.

12. Dispute Resolution

12.1. Any disputes arising will be resolved amicably through mutual discussions.

12.2. If unresolved, disputes will be subject to arbitration under the jurisdiction of the courts in Thiruvananthapuram.

13. Other Conditions

13.1. The organization reserves the right to accept or reject any or all bids without providing reasons.

13.2. Amendments to the tender, if any, will be communicated to all bidders via email or official channels.

13.3. Submission of the bid indicates acceptance of all terms and conditions stated herein.

Documentation and Video Team
25th Anniversary Celebration Committee
Information Kerala Mission