

**Lok Sabha Secretariat  
(Lok Sabha Television)  
Parliament Library Building  
New Delhi-110001**

F. No. 13/4/LSTV/2011

18 February, 2012

**Subject: Empanelment of companies/ Firms for undertaking fabrication of backdrop/ professional TV presentation set for the Lok Sabha Television.**

Lok Sabha Secretariat requires professional TV Presentation backdrop/ sets to be used for the presentation of programme on Parliamentary matters and other special programmes at Lok Sabha Television, a 24X7 Parliamentary Channel in Parliament Library Building, Parliament House Complex, New Delhi. The Empanelment of the Set Designers will be made for a period of three years.

2. Applications are invited from companies engaged in the designing and fabrication of professional TV presentation backdrop/ sets desirous of being empanelled with Lok Sabha for this purpose.

3. Each application should be submitted in a sealed cover bearing the superscription **“Empanelment of companies for fabrication of professional TV presentation backdrop/ set”**

4. Each application must be accompanied with the following documents:-

- (a) Company profile including CVs of Team Members with photographs,
- (b) Experience in the field (at least 3 years required) of Set and Interior Designing,
- (c) Client list indicating the projects already executed/ sets on air of established TV channels.
- (d) Memorandum of Association / Articles of Association in case of registered companies and Proprietorship deed in case of Partnership firms.
- (e) Copies of Balance Sheet for the last 3 years duly certified by C.A.
- (f) Copies of Income Tax Return with PAN Number for the last 3 years.
- (g) Sales Tax / Service Tax Registration Number.
- (h) A Demand Draft of **Rs. 5,000/- (Rupees Five Thousand only)** as non-refundable processing fee in favour of D.D.O., Lok Sabha, payable at New Delhi.

5. Each applicant will be required to make a power point presentation in respect of the projects executed by it in the past. All applications received by stipulated date and time would be scrutinized by duly constituted Evaluation and Technical Committee for their recommendation. The decision of the Lok Sabha Secretariat would be final on this matter.

6. Each company that is found technically qualified by the Lok Sabha Secretariat will be empanelled for a period of 3 years. Each empanelled company will have to deposit a non-refundable registration amount of **Rs. 20,000/- (Rupees Twenty Thousand only)** .

7. Set designing requirements of the Lok Sabha Television will be intimated to the empanelled companies/ firms. The companies / firms will be required to submit their proposal for executing the said TV presentation backdrop/ set under two bid system consisting of a Technical bid (including a power point presentation of the proposed design) and a financial bid.

8. The application may be addressed to the Deputy Secretary (T&L), Lok Sabha Secretariat, Room No. FB-146, Parliament Library Building, New Delhi-110001 and should be submitted on or before 15 days of the date of publication of the advertisement

*Sd/-*  
**Deputy Secretary(T&L)**  
**Lok Sabha Secretariat**