



ISO 9001:2008 Certified Institution

## State Institute of Health & Family Welfare

Jhalana Institutional Area,  
Near Doordarshan Kendra, Jaipur-302004  
www.sihfwrajasthan.com



F.30(4)/SIHFW/UNFPA/AWP/2014-15/Part III/11451

Date:-9.12.15

.....  
.....  
.....  
Sub- Request for quotations to develop video on job basis

Please provide your most advantageous rates for making video on job basis on Ideal SNCU and MTC in the format enclosed

Conditions for the firm:

1. Should have good quality high definition camera with suitability to perform indoor and outdoor shootings.
2. Should not have been black listed or convicted of any criminal offence by the court of law for their professional conduct. If found otherwise, the right of agency to gain work order from this office shall be automatically terminated.
3. Submit PAN/ Service Tax registration copy.
4. Duration of the film is approximately 5-10 minutes that includes topic as mentioned above. The film would be used as teaching aids in trainings or class-rooms.
  - a. The outdoor shooting may require visit to 2-3 places anywhere in Rajasthan. During the outdoor shooting, a person from SIHFW will accompany the shooting team.
  - b. The cost of quotation includes shooting, editing, mixing, narration-hindi, voice over, music and messages. Agency will also bear the cost of transportation, food and accommodation during the outdoor shooting.
5. Final payments will be made after the assignment is complete and after satisfying print quality/ contents/ editing/ clarity of voice and message. You need to provide the bank details for payment.
  - a. Payment terms: 50% will be paid on submitting first draft; 25% on submission of raw DVDs and rest 25% on delivering of final product i.e., handing over DVs and DVD(s) with the photos in the following formats:
    - i. Raw DVs/Digital files of video shooting
    - ii. Film of 5-10 minutes
    - iii. Film will have subtitles in Hindi
    - iv. Final submission will be in DVD as well as MP4 format - 2 copies of each video
6. The produced videos will be the property of SIHFW and the same cannot be copied, reproduced, disclosed and distributed to anybody/ anywhere without prior permission of Director, SIHFW.
7. The sealed quotation must reach to Director, SIHFW, Jhalana Institutional Area, Near Doordarshan Kendra, Jaipur – 302004 on or before 16.12.15.

Director  
Encl. a.a.

Phone : (O) 0141-2701938 ■ Telefax (Dir) : 0141-2706534

Email : sihfwraj@ymail.com



ISO 9001:2008 Certified Institution

# State Institute of Health & Family Welfare

Jhalana Institutional Area,  
Near Doordarshan Kendra, Jaipur-302004  
www.sihfwrajasthan.com



To,  
The Director  
SIHFW, Jaipur

Subject: Quotation for developing video on Ideal SNCU and MTC in response to your letter dated 9.12.15

Sir,  
With reference to above subject we propose our most competitive rates for the said task as below –

S.no. (A)	Name of Task (B)	Unit Rate (C)	Units (D)	Total Amount (E)=CxD	Taxes* (F)	Total Amount (G) E+F
1	Videography including shooting, editing, mixing, narration – Hindi, voice over, music, messages and transportation, food and accommodation during the outdoor shooting. Video in a master copy and two duplicate copies.					

\* All applicable taxes like service tax should be mentioned herein.

Signature (Authorized Signatory)  
Name  
Phone no.