



ISO 9001:2015 Certified Institution

State Institute of Health & Family Welfare

Jhalana Institutional Area, Near Doordarshan Kendra, Jaipur-302004

F-26(17)/SIHFV/UNICEF/Child Protection/2016-17 /204

Dated: 5-1-18

Notice

Sealed Quotations are invited from experienced firms:-

S.No	Name of Service	Estimated Cost	Form Cost	Earnest Money	Date of Publishing	Last date & time of submission of quotation physically at SIHFV	Date & Time of opening the quotation of SIHFV
1	Videography including shooting, editing, mixing, narration-Hindi, voice over, music, messages and transportation, food and accommodation during outdoor shooting. Videos in a master copy and two duplicate copies of each video.	Rs. 1, 29,800/-	NA	NA	05/01/2018	15/01/2018 By 3:00PM	15/01/2018 By 4:00PM

Quotations recived after last date and time will not be accepted. The sealed quotations should be submitted in prescribed format. The terms & Conditions may be obtained from our website.

Visit our website www.sihfwrajasthan.com.

Director



ISO 9001:2015 Certified Institution

State Institute of Health & Family Welfare

Jhalana Institutional Area, Near Doordarshan Kendra, Jaipur-302004

F-26(17)/SIHFV/UNICEF/Child Protection/2016-17/204

Dated: 5.1.18

Sub:- Request for quotations to develop video on Cradle baby points (Duration- 30 Sec., 2 Min & 5 Min.) in Jaipur, Rajasthan

Quotations are invited from experienced firms for making new video (Duration- 30 Sec., 2 Min & 5 Min.) as per details given below-

Videos

S.No	Duration	Video Jingles	Quoted Rates
1	30 Sec.	Cradle baby points	
2	2 Min		
3	5 Min		

How to apply

- The application containing technical and financial bid in separate sealed envelopes should be submitted clearly labeling "Quotation for videos" and address to Director, SIHFV, South of Doordarshan Kendra, Jhalana Institutional Area, Jaipur. Bids not containing technical and financial bids separately in sealed envelopes shall be rejected and disqualified for comparisons of bids. Each document should be duly signed by the authorized signatory.
- The technical bid should be submitted in an envelope labeling "Technical bid for videos" and should contain following information-
 - Proof of statement on firm's letter head of having good quality and high definition camera with suitability to perform indoor and outdoor shootings. **(Yes 10 Marks/No 0 Marks)**
 - Submit an affidavit on Rs. 100 Non Judicial Stamp Paper that the firm or its executives have not been black listed or convicted of any criminal offence by the court of law for their professional conduct. If found otherwise during or after the tender process is over, the right of agency to gain work order from this office shall be automatically terminated **(Affidavit 10 Marks/No 0 Marks)**
 - Latest Tax clearance not before 31.03.17 **(Submitted 10 Marks/No 0 Marks)**
 - Statement on firm's letter-head of having its own studio and editing, mixing, dubbing etc. required facility for which **10 Marks** are reserved.
 - Statement on firm's letter-head of experience, 1 yr 10 marks, 2 yr 20 marks, 3 yr or more 30 marks (written proof of experience to be enclosed).



ISO 9001:2015 Certified Institution

State Institute of Health & Family Welfare

Jhalana Institutional Area, Near Doordarshan Kendra, Jaipur-302004

- f. Statement on firm's letter-head of experience of similar work for which **10 marks** are reserved.
- g. Proof of registration of firm (Enclosed 10 marks/Not 0 marks)

3. The financial bid should be submitted in the format given below in a sealed envelope labeling **"Financial bid for new videos"**-

To

The Director

SIHFW,Jaipur

Subject-Quotation for developing videos on Cradle Baby Points

Ref: Your NIT no. Date:

Sir,

With refrence to above NIT we propose our most competitive rates for the said task as below

S.No (A)	Name of Task (B)	Unit Rate(C)	Unit (D)	Total Amount (E) =CxD	Taxes (F)*	Total amount (G) E+F
	Videography including, shooting, mixing, narration-Hindi, voice over, music, messages and transportation food during the shooting. Videos in a master copy and two duplicate copies of each videos.					

- All applicable taxes like service tax should be mentioned here.

Signature (Authorized Signatory)

Name

Phone No.

The sealed quotation must reach to Director, SIHFW, Jhalana Institutional Area, Near Doordarshan Kendra, Jaipur 302004 on or before 15/01/2018.



ISO 9001:2015 Certified Institution

State Institute of Health & Family Welfare

Jhalana Institutional Area, Near Doordarshan Kendra, Jaipur-302004

Other terms & Conditions

1. The estimated cost for developing new videos (Duration- 30 Sec., 2 Min & 5 Min,.) Including Developing Script & Anchoring will be Rs. 1, 29,800/-.
2. 3 videos have to be prepared for 30 sec, 2 min and 5 minutes.
3. Firms should be having good quality and high definition camera with suitability for indoor & outdoor shootings.
4. The out-door shooting will be involved (2-3 places in Rajasthan). During the outdoor shooting a person from DM&HS/SIHFW/ UNICEF will accompany the shooting teams.
5. The cost of transportation, food & accommodation during the outdoor shooting schedule will be borne by Agency.
6. **Timeframe of the assignment:** Overall assignment is for 15 days
7. The cost of quotation includes Shooting, editing, mixing, narration-Hindi, voice over, music and messages etc.
8. Condition for making payments after the assignment is complete
 - A. 50% on submission of first draft of videos in DVDs and rest 50% on delivering of final product.
 - B. The overall sum will be paid on handing over DV's and DVD(s) 2 copies with the photos in the following formats:
 - ix. RAW DVs/Digital files of video shooting
 - x. Film of all 3 documentary
 - xi. Film will have subtitles' in Hindi
 - xii. Final submission will be in DVD as well as MP4 format-2 copies of each video
10. 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.
11. For more details plz contact at 0141-2701938

Dr. Amita Kashyap
Director
SIHFW