



9001:2008 Certified Institution

**State Institute of Health & Family Welfare**  
Jhalana Institutional Area,  
Near Doordarshan Kendra, Jaipur-302004  
www.sihfwrajasthan.com



F-19(3)/SIHFV/UNFPA/AWP/2014-15/10767

Dated-2/12/14

Sub: - Request for quotations to develop 3 videos as best practices.

SIHFV has received Grant in AID from UNFPA for strengthening RMNCHA+ strategy in 10 HPDs of the state. Under the same project there is provision of safe delivery and neonatal care training of health personnel of different cadre working at various delivery points in HPDs. For this purpose UNFPA and SIHFV have planned development of 3 video films to provide hands on training support to the health functionaries and trainers as well. Hence, quotations are invited from experienced firms for making 3 videos as Best Practices as per details given below-

**List of Videos**

- I. Video one- Labour Room planning and upkeep
- II. Video Two-SNCU management
- III. Video Three- Use of Radiant Warmer

**How to apply**

1. The application containing technical and financial bid in separate envelopes should be submitted in sealed envelope clearly labeling "**Quotation for 3 videos**" and addressed to Director, SIHFV, South of Doordarshan, Jhalana Institutional Area, Jaipur. Bids not containing technical and financial bids separately in sealed envelopes shall be rejected and disqualified for comparison of bids. Each document should be duly signed by the authorized signatory.

2. The technical bid should be submitted in an envelope labeling "**Technical bid for 3 videos**" and should contain following information-

- a) Proof or statement on firm's letterhead of having good quality high definition camera with suitability to perform indoor & outdoor shootings. (Yes 10 marks/No 0 marks )
- b) 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 form this office shall be automatically terminated. (Affidavit 10 marks/ Not enclosed 0 marks)
- c) Latest tax clearance not before 31<sup>st</sup> March 2014 (Submitted 10 marks /not 0 marks)
- d) Statement on firm's letterhead of having its own studio and editing, mixing, dubbing, etc required facility for which 10 marks are reserved





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- e) Statement on firm's letterhead of experience, **1 yr 10 marks, 2 year 20 marks, 3 year or more 30 marks** (Written proof of experience to be enclosed)
- f) Statement on firm's letterhead 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 3 videos" -

To,  
The director,  
SIHFW, Jaipur.

Subject: Quotations for developing 3 videos.

Ref: Your NIT No:                      Date:

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

Sr. 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 & accommodation during the outdoor shooting. Videos in a Master copy and two duplicate copies of each video.		3			

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

Signature (Authorized Signatory)  
Name  
Phone No.

- 4. The sealed quotations must reach to Director, SIHFW, Jhalana Institutional Area, Near Doordarshan Kendra, Jaipur-302004 on or before 10/12/14.
- 5. Other terms and conditions.
  - A) The estimated cost for developing 3 videos will be approximately Rs. 2,00,000.
  - B) Duration of each video film is approximately 15-20 minutes on the topics as mentioned above. The films will be used as teaching aids in trainings or in class rooms.
  - C) The out-door shooting may require visit to 2-3 places anywhere in Rajasthan. During the outdoor shooting a person from SIHFW will accompany the shooting team.





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- D) 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.
- E) **Payment terms:** 50% will be paid on submitting first draft rest 25% on submission of raw DVDs and rest (25%) on delivering of final product.

The overall sum of will be paid on handing over DV's and DVD(s) with the photos in the following formats:

- a. RAW DVs/Digital files of video shooting
- b. Film of 15-20 minutes
- c. Film will have subtitles in Hindi
- d. Final submission will be in DVD as well as MP4 format-2 copies of each video

Final payments will be made after the assignment is complete for and after satisfying print quality/ contents/ editing/ clarity of voice and message.

- F) Financial bids will be compared of technically qualifying firms only.
- G) The produced videos will be the property of SIHFV and the same cannot be copied, reproduced, disclosed, and distributed to anybody / anywhere without prior permission of Director, SIHFV.
- H) For more details may please contact Dr. Vishal Singh, Faculty SIHFV, Jhalana Institutional Area, Jaipur (Mo.9414361340)

**Sanjaya Saxena**

Registrar