



ISO 9001:2008 Certified Institution

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



F-19(3)/SIHFW/SCF-BRB/2011/10482

Dated-27/11/14

Sub:- Request for quotations to develop new videos as job aids.

Quotations are invited from experienced firms for making new videos as job aids as per details given below-

New Videos

I. Video one- ANC Care

1. Demonstration of Abdominal Examination /Pelvic Examination
2. Demonstration of Glucometer and its use
3. Demonstration of APH and its management

II. Video Two-Conducting delivery and Management of basic Emergencies

1. Abortion (Demonstration of equipment and preparatory process)
2. Normal Delivery (Demonstration of equipment and preparatory process)
3. Demonstration of Active Management of Third Stage Labour
4. Demonstration of Providing initial dose of MgSO4
5. PPH Management (Demonstration of process & guideline)
6. Demonstration of Management of Labour Room

III. Video Three- New Born care and management of emergencies in New born

1. Demonstration of Counting Respiratory Rate
2. Demonstration of Danger sign of new born
3. Demonstration of Management of Special New Born Care Unit
4. Demonstration of Radiant Warmer

IV. Video-Four -Store management

1. Demonstration of APGAR Store

V. Video Five – Diarrhea management

1. Demonstration of Preparation and use of ORS & Zink



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How to apply

1. The application containing technical and financial bid in separate envelopes should be submitted in sealed envelope clearly labeling **"Quotation for new videos"** and address to Director, SIHFW, 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 new 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 31st 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**
- 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 new videos"** -

To,

The director,

SIHFW, Jaipur.

Subject: Quotations for developing new 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		5			



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transportation, food & accommodation during the outdoor shooting. videos in a Master copy and two duplicate copies of each video.					
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***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 5/12/14.
5. Other terms and conditions.
 - A) The estimated cost for developing new videos will be Rs. 1, 95,000.
 - B) Duration of each film is approximately 5-10 minutes that includes 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.
 - 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 5-10 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 SIHFW and the same cannot be copied, reproduced, disclosed, and distributed to anybody / anywhere without prior permission of Director, SIHFW.
 - H) For more details may please contact Dr. Vishal Singh, Faculty SIHFW, Jhalana Institutional Area, Jaipur (Mo.9414361340)

Sanjaya Saxena
Registrar