



State Institute of Health & Family Welfare

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



ISO 9001:2008 Certified Institution

F.30(4)/SIHFW/UNFPA/AWP/2014-15/Part III/11047

Date:- 1/12/15

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

1. Video 1: ANC Care – comparative video of good and bad ANC practice for quality enhancement of ANC services.
2. Video 2: Ideal SNCU and MTC

How to apply:

1. The application containing technical and financial bid in separate sealed envelopes should be submitted clearly labeling '**Quotation for new videos**' and address to Director, SIHFW, 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 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 of statement on firm's letter-head of having good quality high definition camera with suitability to perform indoor and 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 from this office shall be automatically terminated (**Affidavit 10 marks/ not 0 marks**).
 - c. Latest tax clearance not before 31.03.15 (**Submitted 10 marks/ not 0 marks**).
 - d. Statement on firm's letter-head of having its own studio and editing, mixing, dubbing etc. required facility for which **10 marks** are reserved.
 - e. 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).
 - 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**).

(15)

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

Email : sihfwraj@gmail.com



State Institute of Health & Family Welfare

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



ISO 9001:2008 Certified Institution

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 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 –

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. Videos in a master copy and two duplicate copies of each video.					

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

Signature (Authorized Signatory)

Name

Phone no.

4. The sealed quotation must reach to Director, SIHFW, Jhalana Institutional Area, Near Doordarshan Kendra, Jaipur – 302004 on or before 7.12.15.
5. Other terms and conditions:

a. The estimated cost for developing new videos will be Rs. 1, 95, 000/-.

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

Email : sihfwraj@gmail.com



ISO 9001:2008 Certified Institution

State Institute of Health & Family Welfare

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



- b. Duration of each film is approximately 5-10 minutes that includes topics as mentioned above. The films would be used as teaching aids in trainings or class-rooms.
- c. 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.
- 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; 25% on submission of raw DVDs and rest 25% on delivering of final product.
The overall sum of will be paid on 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

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 at 0141-2701938.

Director