

OFFICE OF THE AGRICULTURE INFORMATION OFFICER
DIRECTORATE OF AGRICULTURE: SHILLONG

QUOTATION NOTICE

Ref. No. Agri/Inf- 132/2019-20/761

Dated, Shillong the 4th June 2019

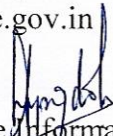
Sealed Quotation duly affixed with Court Fee Stamp of 100/- (Rupees One Hundred) only are hereby invited from registered Firms/ for Production of Short Video Documentary Films for the year 2019-20 and will be received by the undersigned up to 01:30 PM. on the 19th June 2019. The quotation will be opened on the same day at 2:30 PM. in the office of the undersigned in presence of the quotationer(s) or their authorized Representative if any. If the last date for receipt of quotation happens to be a holiday, the quotation will be received and opened on next working day at same time and same venue.

QUOTATION FOR PRODUCTION OF VIDEO DOCUMENTARIES/PROMOS:

Sl No	Particular/Item	Unit to be quoted	Rate quoted (Rs)
1.	Transport costs/Vehicle Hiring -		
a)	4 wheeler vehicle	Rupees per Km	
2.	Production Costs- Video Camera with Technician		
a)	Full Frame 35mm camera with MP4 output(1080P)	Rate per day	
b)	Professional sound Recorder including Technician	Rate per day	
3.	Post - Production		
a)	One time Editing cost	Lump Sum Cost	
b)	Offline editing includes editing studio fee	Lump Sum Cost	
c)	Sound Recording	Per Project	
d)	Voice over/ Narration(Artist Fee)	Per Project	
e)	Music Licensing/Sound mixing	Per Project	
f)	Misc costs and expenses including unforeseen expenses	Per Project	

Note: The applicable GST or Service Tax should also be mentioned clearly

The detailed quotation along with the terms and conditions can be obtained from Agriculture Information Officer, Room Number 219, Directorate of Agriculture, Cleve Colony or can be downloaded from the departmental website at www.megagriculture.gov.in


Agriculture Information Officer
Directorate of Agriculture, Meghalaya

DETAILED SCOPE OF WORK & TERMS AND CONDITIONS

SCOPE OF WORK:

Title of the Project: Production of short documentary film/ promos, video documentation on subjects related to agriculture/horticulture project, field activity, asset created, community participation, an event or themed subject etc. of different time durations.

Introduction: The Directorate of Agriculture /Horticulture is interested to produce variable duration video documentaries in standard format and resolution, preferably in MPEG-4 and High Definition(1080p) or 4K for a range of development projects, schemes, field and farmer success stories, crops, technology, package of practices, farm practice, indigenous agriculture, water management practice, technology implementation etc.

Duration: The duration of the video documentary film will be of the following categories

- a) 3 minutes duration with + - 2 minutes on either side.
- b) 5 minutes duration with +- 2 minutes on either side
- c) 10 minutes duration with +- 2 minutes on either side
- d) Promo Videos with a maximum duration of 1.5 to 2 minutes

Theme: The central theme of the documentary will be provided by the department before issue of work order.

Objectives:

- 1. To create awareness about the project.
- 2. To promote a concept or publicise the achievements of the department
- 3. To create an IEC vehicle in order to reach out to the rural stakeholders through digital medium.
- 4. To create a promotion campaign on a particular subject, theme or idea.

Duration of the shoot: The duration of the shooting may involve travelling to different locations in project areas covering Khasi Hills district, Ri-Bhoi district, Jaintia Hills and Garo Hills district.

Script: The script should be prepared in English, with Khasi or Garo subtitles. The firm should take clearance of the script before commencement of the shooting. The script must be written blending creativity, brevity and precision and must be supported by sound conceptualisation.

Target Audience: The primary target audience of the documentary are the Government Officials, the rural farmers or clients of the Department of Agriculture.

Shooting schedules: The shooting schedule with dates, location and timing will be prepared in consultation with the department in order to have a smooth execution of the project.

Pre-production screening: A pre-production screening will be held with the concerned department officials for final approval.

Deliverables: A variable time documentary of either 3, 5 or 10 minutes duration in DVD format with master copy and photographs which will be submitted to the Director of Agriculture, Meghalaya. The documentary will also feature a signature tune/background music (along with copyrights permission duly obtained if it is not open source licensing), background music and narration according to a script prepared by a scriptwriter. The content for the script will have to be approved by the Department. The documentary may involve, preferably a Male/Female Anchor who will anchor the documentary. The background voiceover will be by a male/female speaker, having a pleasant voice.

Timeline: The agency will have to complete the shoot within the agreed timelines, from the date of issue of the work order and submit a rough cut of the film for approval. After receiving approval on the rough cut, the final version is to be submitted within 7 days incorporating voice over, music tracks, graphics, etc.

Ownership and IPR rights: The ownership and all IPR rights of the final product at all times will rest with the Department of Agriculture, Meghalaya and the firm will have no proprietary rights or other rights in respect of the same.

Price Quotes: The intending quotationers/firms should quote their rates as specified in the quotation notice and the envelope should be sealed and the words "Quotation for Video Documentary/Documentation" to be written on the top of the envelope.

TERMS and CONDITIONS:

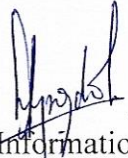
1. The undersigned reserved the right to reject and accept any or all the quotations without assigning any reasons thereof and thus not bind himself to accept or recommend acceptance of lowest rates of any quotations.
2. The Rates should be quoted in figures and in words. Overwriting or using white ink would not be accepted nor entertained unless authenticated.
3. The rates quoted should also mention separately for GST, service tax, cess etc if any clearly.
4. Payment will be made to the Firm, Proprietor directly by the indenting Officer, only on completion of supplies and on satisfactory receipt of the materials by the respective officers for which a delivery challan shall be issued by the concerned firm/proprietor (s) and duly signed by the concerned indenting officers.
5. At the time of opening of tender(s), if there is any objection on the validity of documents of any tender(s) raised by the quotationer/representatives, the objection will be duly recorded. The decision of the Director of Agriculture on such objection will be final
6. The detailed terms and conditions can be obtained from the office of the undersigned from Room No. 223 on any working days during office hours or can be downloaded from the department website at www.megagriculture.gov.in
7. The intending quotationers can also submit alongside brochures, literatures, product specifications, CV's of team members, Experience Certificate, Empanelment, List of Completed projects, if any along with the quotations to support their case.

Quotation must be accompanied by:

- a) Affixed non-refundable Court Fee Stamp of 100/- (Rupees:- One Hundred) only.
- b) Attested copies of valid GST Registration.
- c) Attested copies of SC/ST Certificate issued by the concerned Competent Authority (for Tribal Tenders).
- d) Attested copies of valid Trading License from KHADC, JHADC and GHADC (for – Non

Tribal).

- e) The attested copies of upto date Certificates, Income Tax (in case of Non-Tribal), Professional Tax and PAN Card should be attached with the quotation(s)
- f) The envelope containing quotation documents should be secured and sealed and superscribed with the words "Quotation for Video Documentary"


✓ Agriculture Information Officer
Directorate of Agriculture, Meghalaya