



Memo No. 4110/WBSRLM/11PR-19/Others/2016

Date: 10.11.2016

NOTICE INVITING QUOTATIONS

1. Quotations in sealed covered are hereby invited from reliable local Agencies / Organisations for development of one Audio – Visual / Short Films (three minutes video) on Tamluk Block Mahila Bikash Co-operative Society Limited's extraordinary growth hand performance over the last year, effective governance and commitment to the development of the underserved of the country.
2. The Video will be based on the said societies speaking on their activities, the remarks of BSRLM and any significant activities of the society. This Video will be sent to Inclusive Finance India Awards Secretariat Presentation Ceremony on the eve of presentation of award to Tamluk Block Mahila Bikash Co-operative Society Limited which is situated in Tamluk Subdivision under Purba Medinipur District.
3. The specifications of the said Video / Short Film:-
 - (a) Three minutes duration
 - (b) With English Voice over & Subtitle (Where community members is speaking in Bengali/ Hindi.
 - (c) Final output is to be provided in High Definition (HD) .
 - (d) Uncompressed version of Final output as well as shooting rush has to be provided by the agency to the WBSRLM.
 - (e) Delivery of final output has to be done in Master DVD & in MP4 formats.
4. The role of Selected Agencies:-
 - (a) Pre-Production – Discussion with the officials of WBSRLM, DM, Purba Medinipur, Society and the beneficiaries of the society in the field.
 - (b) Production – Directorial, Camera & allied equipment for shooting, other Technical & Creative resources.
 - (c) Post Production – Editing (including arrangement of manpower & facilities for editing) voice over script & Artists, graphics, background music maxing to final output etc .
5. **Logistic supports like and food will transports, accommodation be provided by WBSRLM.**
6. Interested Agencies are requested to drop their quotations/ bids in a sealed cover super scribing 'Quotation for Development of Video / Short Film' in the Tender Box kept at the office address of West Bengal State Rural Livelihood Mission **by 15.11.2016 (3-30 PM)**. Bids will be **opened on 15.11.2016 at 4 pm in the presence of interested Bidders at the office address** of West Bengal State Rural Livelihood Mission given at bottom. Work Order will be issued to the selected bidder on 15.11.2016 by **5 PM** and the work should be completed through submission of Short Films by 23rd, November 2016. The details of works may be known from the undersigned (Mob No 9433755019) before submission of bid.
7. All the participants should enclose photo copy of PAN, Income Tax Return of last assessment year, VAT Return of last quarter, Profession Tax clearance certificate, Trade License, copy of the Credential certificates showing similar nature of works from reputed organization/ Govt. offices.
8. Bid should be inclusive of all taxes, duties, transport/delivery charges.
9. No tender will be accepted after the specified date and time. No further correspondence will be entertained in this matter.
10. WBSRLM reserves right to accept or reject any price rates/bids without showing reason or any correspondence whatsoever.


(A.B. Dwari)
Procurement Consultant
For and on behalf of

West Bengal State Rural Livelihoods Mission (WBSRLM)