

**GOVERNMENT OF WEST BENGAL**  
**DEPARTMENT OF PANCHAYATS & RURAL DEVELOPMENT**  
**B.R AMBEDKAR INSTITUTE OF PANCHAYATS & RURAL DEVELOPMENT**  
**KALYANI, DIST. – NADIA, WEST BENGAL**

**Gandhi Bhavan**

Phone : (033) 2582 8161  
25825975/5641  
Fax : 2582 8257

**Benoy Bhavan**

Phone : (033) 2582 9640  
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**NIQ No. 11 of 2016-17**

**Dated:** 6/11/2017

Sealed quotation is invited from reputed film production agency house/ company / person having experience of Production of documentary films for production of Documentary film of 15 minutes Duration (approximately) to be shown and used in the Training Sessions by this institute. The period of submission of Tender is from 15.11.2017 to 17.11.2017 from 11.00 A.M. to 3.00 P.M.

- The tender will be opened on 17.11.2017 after 3.30 P.M. in the Chamber of Director, BRAIPRD, Kalyani in presence of rate quotations of their authorized representative.
- The authority reserves the right to accept or reject any or all the offers without assigning any reason thereof.
- Rates will have to be submitted for one film of 15 minutes duration considering all the costs of items and responsibilities as mentioned below. In no case the length of the film would be extended above 15 min.

**Terms of references:**

- 1) The Agency must have a dedicated production team having past experience in production of short film, documentary etc and the past works are to be submitted for verification of its efficiency in this type of work along with certificates, if any, from reputed person/Institution.
- 2) High Definition camera is to be used for production of Documentary films.
- 3) This Institute will provide the basic idea, purpose and location of the documentary to be made along with a rough sketch of the script.
- 4) The Agency will have to visit the spot without camera along with an Officer of this institute for research work on the subject given and for detailing the rough script which is to be submitted to the Director, BRAIPRD for his approval. The such visit will be limited within 3 (Three) days.
- 5) After the finalization of the script the shooting will have to be taken up by the Agency immediately and the raw footage will have to be shown to the Director BRAIPRD. The Field visit will not more than 3 (Three) days.
- 6) Editing, incorporating voice over, animation (if necessary) etc are to be taken up then on the finally approved Script. Even after submission of the final version of the film some further editing may be felt necessary and the Agency will have to do that.
- 7) Engagement of professional script reader for voice over will be done by the agency.
- 8) No logistic support will be provided from this office except the administrative support which will be required for research work and shooting in the location.
- 9) The rate will have to be submitted including all expenses for a Documentary Film with duration of the film 15 minutes.
- 10) The Agency must possess Trade Licenses and PAN Card and G.S.T. Registration confirm. So while quoting the rate the Xerox copy of Trade License and PAN Card should be enclosed with the quotation.
- 11) **Mode of Payment:-** After production raw unedited matter in DVD 50% of the contract amount will be paid and the rest of the claim will be paid after completion of the work satisfactorily.

Sd/-

Director

B.R.Ambedkar Institute of Panchayats &  
Rural Development, Kalyani, Nadia

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Memo. No. 1496/1(4)/11-79/15-2017

Dated: 06.11.2017

Copy forwarded for information and wide publicity hoisting the notice to this office notice board.

- 1) The District Magistrate, Nadia, Krishnagar, Nadia
- 2) The Sub-Divisional Officer, Kalyani, Nadia
- ✓ 3) Shri Dipak Kumar Seal, Librarian, BRAIPRD, Kalyani, Nadia with a request to display the notice in website of this Institute.
- 4) Accountant-cum-Head Clerk, BRAIPRD, Kalyani, Nadia arrange in office Notice Board of both Gandhi Bhavan/ Benoy Bhavan, BRAIPRD, Kalyani, Nadia.

  
6/11/2017  
Deputy Director  
B.R. Ambedkar Institute of Panchayats &  
Rural Development, Kalyani, Nadia