



GOVERNMENT OF WEST BENGAL
DEPARTMENT OF PANCHAYATS & RURAL DEVELOPMENT
B. R. AMBEDKAR INSTITUTE OF PANCHAYATS & RURAL DEVELOPMENT
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NIT No. : 04/2017-18

Dated : 13.02.2018

Sealed tender is invited from reputed film production agency house/ company / person having experience of Production of documentary films for production of Documentary films during next one year to be shown in the Training Sessions as Training Material by this institute. The period of submission of Tender is from 24.02.2018 to 28.02.2018 from 11.00 A.M. to 3.00 P.M.

- Rates will have to be submitted for films of 15 minutes duration to be produced during next one year from the date of submission such rate considering all the costs of items and responsibilities as mentioned below keeping in mind that generally the length of the film would be of 15 minutes though in some exceptional cases it may exceed and in that case rates will be determined on pro rata basis.
- The tender will be opened on 28.02.2018 after 3.30 P.M. in the Chamber of Director, BRAIPRD, Kalyani in presence of Tender Participant Agencies/ Persons or their authorized representative.
- The authority reserves the right to accept or reject any or all the offers without assigning any reason thereof.

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. The criteria of this verification is as usual subjective and lies with BRAIPRD and this judgment of quality of Documentary Films already produced and submitted will have great importance in selection process, not the rate only.
- 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 location without camera along with an Officer of this institute for research work on the subject given for and selection of specific things to be captured by camera, specific persons to be interviewed, data to be collected and shown and thus for detailing the rough script into a final script which is to be submitted for approval. This visit will be of 2/3 days.
- 5) After the finalization of the script the shooting will have to be taken up by the Agency immediately and the raw footage of not more than 4 times of actual film duration will have to be submitted for approval and/or suggestions. The shooting time with camera will be of 3 (Three) days.
- 6) The following standard of instruments/software/tools is to be used for production of the documentary films.
 - a) Camera: Sony Alpha A7S 4K HD (Mirror Less) camera

