



INDIAN INSTITUTE OF ADVANCED STUDY,
RASHTRAPATI NIVAS, SUMMER HILL, SHIMLA

TENDER

For Preparation Of

"DOCUMENTARY FILM ABOUT THE INSTITUTE"

KINDLY VISIT www.ias.ac.in

Last Date: 11.04.2017 at 1530 hrs.

Estimated Cost : Rs.03,00,000/-

INDIAN INSTITUTE OF ADVANCED STUDY,
RASHTRAPATI NIVAS, SUMMER HILL, SHIMLA

SCHEDULE - A

Tender for production of Documentary Film about the Institute comprising of the history of the Viceregal Lodge, history of the Institute and current academic activities (Production, Post- production, photography, Aerial view, etc., and all components of making the film)

Specification (Description of Work)

<u>Sl. No.</u>	<u>Particulars</u>	<u>Remarks</u>
1.	Duration of Documentary Film	Appx. 30 minutes
2.	Language	Hindi and English
3.	Shoot format	Format The film will be made on the Broadcast Quality High Definition (HD) Digital Format (Full HD:1920x1080 with 50 mbps) and will be delivered on the HDCAM Broadcast Tapes or equivalent. <u>Post Production Format: Non-Linear/HD</u> <u>Off Line Editing: Non-Linear/HD</u> <u>On Line Editing: Non-Linear/HD</u>
4.	Photography	The photography has to be made with professional HD camera
5.	Editing	Final Cut Pro - High Quality in Non Linear Editing Software System
6.	Script	Will be provided by the Institute
7.	Audio	Professional voice and background music
8.	Interview	To make a film based on interviews with Chairperson, Director, Academics and visitors
9.	Location	Indian Institute of Advanced Study, Summer Hill, Shimla (H.P.)
10.	Area of Coverage	Areas will be finalised by the Institute according to the script
11.	Deliverables at the time of final submission	All Master tape (Digital betacam/Higher) - Two Master tape mixed tracks (Betacam SP/Higher) - Two Graphics CD (original graphics format) - One Commentary /Music CD - One Copy CD (DVD format) - 100 nos (with inlay card +face cover +jewel box design)
12.	Contents of the Film	1. History of the Viceregal Lodge 2. History of the Institute

		3. Vision /Mission /Objective of the Institute 4. Interviews of the academic community and visitors 5. Future goals 6. Any other as may be informed
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Requirements/Expectations:

- Well organized and efficient production team and/or a film director with comprehensive background in film making;
- Demonstrated creative and technical skills needed to make professional documentary films, using and providing the latest camera/sound lighting equipment (preferably Sony HDR-HC1E or the Sony HDR-FX1) and editing software;
- Previous experience in developing documentary films about activities carried out by development organizations;
- Vibrant and dynamic film director and/or crew with ability to convey the video production experience through innovative visual expressions to meet the high standards of documentary film production;
- Ability to travel and shoot the entire areas of the Institute;
- Commitment to the production process and passion for the subject matter; hard work and dedication.

Conditions

1. The Tenderer has to submit the Tender with the following:
 - a. The Company's profile along with Curriculum Vitae of Director, Cameraman, Editor & Script writer;
 - b. Previous experience in the field of making documentary/corporate film with a minimum of 3 documentaries /Corporate films executed to reputed organizations to their credit
 - c. The testimonials (work order), work completion certificate to support the above works executed for the clients to be submitted by the tenderer. (duly notarized)
 - d. The Institute reserves the right to select the suitable bid and other relevant inputs and costs. The decisions made by competent authority shall be final and binding on all.

Other Conditions

1. The Tenderer should use latest technology in the process of editing, use of professional voice and high standard music-score, 3D graphical effects with innovative concepts and ideas in producing the documentary film to the Institute to the international standard.

2. The Tenderer has to obtain necessary permission from the concerned authorities for the use of drones and other permissions for taking aerial shoot. The Tenderer should arrange for complete transportation arrangements and staying arrangements for movement of entire crew and photographic equipments, cranes, etc., within the Institute for shoot of the film and for post-production works till delivering of final output as specified should also be arranged by the Tenderer.
3. If any additional shoot in production of film is necessitated no extra-cost will be paid.
4. The Tenderer has to make any number of amendments suggested by authorities of the Institute prior to the finalizing of the final master of the documentary film, and the same should be adopted by the tenderer without any extra cost and additional 2 nos of Master viewing copies DVD/CD should be provided along with the final copy.
5. The rate quoted by the Tenderer should be firm and should hold good for the entire period of preparation of documentary film including the extended period if any. The rate quoted should be inclusive of all taxes, and Service Tax should be mentioned separately in the schedule A1, till delivering of the final output along with 100 copies of CDs and 100 nos of DVD's etc. The Institute does not bind itself to accept claims for any extra payments by the Tenderer.
6. The Tenderer should submit the complete details of the process of this documentary film to be produced and should obtain the prior approval of the same. The Tenderer shall also give an undertaking to complete the process of the film production within the stipulated time.
7. **Copy Right:** The Institute will have all the exclusive rights of using, copying and distributing the film so produced. No part of the film shall be used by the agency for any other purpose without the written consent of the Institute.
8. **Insurance:** The Contractor shall take out and keep in force a policy or policies of insurance against all liabilities of the Contractor at common law or under any statute in respect of accidents to persons who shall be employed by the contractor in or about the site for the purpose of carrying out the works on the site. The Contractor shall take out and keep in force a policy or policies of Insurance for all materials of the contractor including The Institute supply materials if any.
9. The Institute is not liable for any loss incurred to the man and material engaged by the contractor during the said period.
10. The Tender received after the due date and time will be summarily rejected without assigning any reason. Telex/Fax/Telegraphic/E-mail, offer will be treated as invalid and rejected.

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SCHEDULE - A1

Tender for production of Documentary Film about the Institute comprising of the history of the Viceregal Lodge, history of the Institute and current academic activities. (Production, Post- production, photography, Aerial view, etc and all components of making the film)

Sl. No.	Description	Rate Rs. Ps.	Total Amount
1.	Production of documentary film along with aerial shoot view by hiring drones etc. to shoot over the head shoots of the Institute in addition to conventional methods - as per specification and Terms and conditions detailed below : (the rate should be mentioned including the cost towards designing, printing, artwork of wrapper and copying for the 100 no. of CDs and 100 no. of DVDs, etc.,)	(Both in figures and words)	
2.	Service Tax (..... % age)		
3.	Total		

CONTRACTOR

Note : The rate quoted should be inclusive of all applicable taxes, except service tax , and the Institute does not bind itself to accept claims for any extra payment. The Institute will not issue any C or D Form. The rate and percentage (%) of Service Tax shall be mentioned separately in Schedule A1 and it will be reimbursed only on production of documentary evidence for remittance to Tax Authorities.

