

### **A. Schedule of invitation of EOI:**

Date of Issuance of EOI	20 <sup>th</sup> January, 2016
Date and time of submission of EOI document	11 <sup>th</sup> February, 2016; By 1:30 PM latest.
EOI document to be submitted to	CEO Janpad Panchayat Kondagaon, District Kondagaon, Chhattisgarh. 494226
Date and Time of Presentation	February 11, 2016 at 2pm in District Collectorate.

### **B. General instruction:**

1. Interested Organization/Institution/Agency who wishes to submit the EOI shall have to submit the EOI document as per the prescribed guidelines of the EOI.
2. Technical document and financial document: Applicants shall submit physically their technical as well as the financial documents in sealed envelopes super-scribed with due date, time and nature of document.
3. Once quoted, the Applicant shall not make any subsequent price changes, whether resulting or arising out of any technical/commercial clarifications sought regarding the documentary, even if any deviation or exclusion may be specifically stated in the document. Such price changes shall render the document liable for rejection.

### **C. Background and Objectives of the Project:**

Kondagaon district was formed after its separation from Bastar district in January 2012. The district is a part of Bastar division, Chhattisgarh. Kondagaon is the hub for manufacturing of handicrafts that are sold throughout the world under the name of Bastar Art / Dhokra Art.

The art is practiced amongst the tribals of the region and is known all over the world for their unique artefacts. Kondagaon is known for the finest Bastar handicraft like bell metal figures, wood craft, wrought iron and bamboo artefacts. It is famous for local handicrafts especially the terracotta elephants that are sold across the country. It is also famous for forest based metal crafts as the same is available in abundance in the district.

Being a newly formed district, there is relatively less knowledge about the district and its significance. It is at this instance that the district administration intends to develop a documentary to capture the rich cultural traditions, rituals and customs of

tribals in the area, promote the diversity in lifestyle, give an impetus to the traditional crafts and showcase it to the world along with the district's scenic natural beauty in all its splendour.

The district administration in its capacity can modify the objectives of the documentary during the course of the project.

#### **D. Terms-of-Reference for making documentary.**

##### 1. Methodology of work

1.1 Consultations with Project officials and other stakeholders to develop clear idea about Project details, implementation methodology and impacts.

##### 2. Pre-production works:

2.1 Consult and interview all stakeholders related with the Project.

2.2 Deliver one detailed draft script, mentioning camera shot and voiceover, for the comments and approval of the Project.

2.3 Place for shooting must be finalized after physically visiting the said locations.

##### 3. Production:

3.1 All the production related cost must be borne by the production company/ organization/documentary maker assigned the task of producing the said Documentary. The district administration will not bear any production related expenditures.

3.2 Date and place for shooting must be informed to the authority at least 5 days in advance.

3.3 The production team will be solely responsible for their accommodation and communication. (The district administration may facilitate booking of accommodation etc. at the field level).

3.4 The identification of the persons at the field-level for documentary shall be done in consultation with the Project personnel.

3.5 The documentary should be shot using 4K HD 3840\*2120 or equivalent models (Black magic pro, Canon c300, Red MX, Canon 5D Mak 3 etc), with all required and additional lenses.

3.6. There must also be provision for lighting with Arri Par 4K, 2.5k, HMI, Soft diffusion, LED panel, multi, solar, softy, baby, reflector or its equivalent.

3.7. The sound should be captured with a maple microphone and digital sound recording is needed.

The Documentary should be of broadcast quality, innovative and creative. The story may involve aerial shots. The work should have impressive, voiceover, animation, 3D graphics, background music, soundtrack, special effects etc.

The voice over in the documentary must be done by an eminent person who has previous experience regarding the same.

3.9 Total duration of the Film will be 22 to 30 min, with promos as prelude.

3.10 Promotional video- It will be of 5 min. of duration (No voiceover, only showing the main focal points of the district with good story-telling visuals).

#### 4. Post production

4.1 The draft film must be shown to the authority before final editing for suggestions and approval.

4.2. Post production works will involve colour grading, digital integration (DI), smoke, VFX, tital CG, 5.1. sound mixing, telly cine conversion, dubbing, premix etc

4.3. The Final production must be done after incorporating all the suggestions and inputs, as received from the district administration, and showing to Project officials.

#### 5. Reporting Format:

5.1 All captured raw footage should be submitted to the Project on DVD.

5.2 The documentary will have subtitles in English.

5.3 One master copy (high quality) of the documentary film and promotional video will be delivered on DVD (DVD format) separately.

5.4 Five copies of the documentary film including the promotional video will be delivered on DVD (DVD format).

5.5 The final product should be delivered as per the timeframe and instruction issued through the Work Order.

#### **E. Eligibility Criteria**

It is open to firms who are:

1) The qualified Producer/Director should be an alumni of Central / State Government run film institutes, Film & Television Institute of India, Pune or Satyajit Ray Film & TV Institute of India, Kolkata or other reputed institutes recognized or affiliated to universities, should have minimum experience in filmmaking of 10 years and should have produced at least 50 episodes/ documentary films / video programmes for the any department Central or State Government.

A list of similar jobs undertaken previously and the details of their clients may be attached with the tender. A producer who has at least 10 years experience in govt. sector would get preference.

2) The Producer should have well trained and experienced production team & should provide a list of key crew members along with their bio-data and consent letters.

Following members must have qualified from Central / State Government institutes, Film & Television Institute of India, Pune and Satyajit Ray Film & TV Institute, Kolkata or other reputed institutes recognized or affiliated to universities.

1. Director (Producer himself) 2. Cinematographer 3. Sound Recordist & 4. Editor

3) The producer /director & script writer should have in-depth knowledge of Culture, Tribes, Art and lifestyle of undivided Madhya Pradesh & Chhattisgarh as well. Writer must have written of the film on art / culture / people/ lifestyle etc of Chhattisgarh.

4) The producer must have produced & directed a documentary film for any recognized institution / of national repute or the Government of India on art / culture / lifestyle / tribes etc of Chhattisgarh State. Minimum length of the said film should be 40 min and it must have been certified by Central Board of Film Certification.

A copy of the Censor Certificate should be attached with the tender.

5) The producer / director must have done a film on full HD format on Chhattisgarh.

6) Having their own set of cameras and production equipments (as mentioned in clause D) and are able to produce bill for the same. A sample video shot with the camera to be used should be provided in CD/DVD. The sample video can also be directly shown by the parties during the opening of the technical document.

7) Having their own studio set up with editing and audio recording equipments for post production processes or an agreement with any such studio to use their premises.

8) Having income tax clearance certificate of the past two years.

## **F. Preparation of document**

The documents are to be submitted in separate sealed envelopes as mentioned below:

- a. Technical document for documentary
- b. Financial document for documentary

### **1.1. Technical document:**

The Technical document prepared by the party can be provided in the following **Model Response Format** to be returned duly signed:

#### ***Model Response Format***

- i. Documents (e.g. work orders) proving an experience of directing of at least 3 feature films in Hindi/regional language.
- ii. Documents (e.g. work orders) proving experience in making documentaries for the Chhattisgarh state government and/or central government, NGOs or other private entities.
- iii. Bill supporting the ownership of HD-DSLR cameras or the oes mentioned above. A sample video shot with the camera to be used should be provided in CD/DVD. The sample video can also be directly shown by the party during the opening of the technical document.
- iv. Documents proving the ownership of an own studio set up with editing and audio recording equipments for post production processes or an agreement with any such studio to use their premises.
- v. Details of the manpower (name and number of persons) that would be deployed during the making of the documentary.
- vi. Income tax clearance certificate of the past two years.

### **1.2 Financial document:**

(i) The financial document shall indicate the cost (in Indian Rupees) of the documentary inclusive of all infrastructural and human resource requirements with justification of each head.

(ii) Quoted prices should be inclusive of service tax or any other tax/charges applicable.

(iii) Prices quoted by the party is not subject to variation on any account. A document submitted with an adjustable price, quotation will be treated as non-responsive and will be rejected.

(iv) All prices and other information like discount etc. having a bearing on the price shall be written both in figures and words in the prescribed offer form. If there is

discrepancy between the price/information, the higher price/information will be treated as final.

(vi) Rates will be valid for 180 days from the date of opening of Technical document.

### **1.3. Sealing and Marking of EOI**

- (i) The EOI (outer envelope) shall be submitted in separate sealed cover, which shall be marked as “EOI for Documentary”.
- (ii) The inner envelope (I) Original and one copy of Technical document/Proposal complete with all technical and commercial details along with a copy of the documentary made. Envelope - (II) Original and one copy of Financial document/ Proposal complete with all details in a separate envelope superscripted with the EOI number and “Financial document/Proposal”
- (iii) The document shall be addressed to: **CEO Janpad Panchayat, Kondagaon, Chhattisgarh. 494226.**

### **1.4. Deadline for Submission of EOI**

(i) EOI must be received by **CEO Janpad Panchayat, Kondagaon**, at the address given in 1.3. (iii) not later than the time and date specified on the cover page. In the event of the specified date for the submission of documents being declared a holiday for Kondagaon district administration, the documents will be received up to the appointed time on the next working day.

### **1.5. Late submission**

Any document received by CEO, Janpad Panchayat Kondagaon after the deadline for submission of document prescribed by the district administration will be rejected and/or returned unopened to the party.

## **G. Deliverables**

The deliverables required to be delivered by the party are:

- (i) One master copy (high quality) of the documentary film and promotional video will be delivered on DVD (DVD format) separately.
- (ii) Five copies of the documentary film including the promotional video will be delivered on DVD (DVD format).
- (iii) Raw footage of the documentary.

## **H. Payment**

- i. Advance payment request will not be entertained.
- ii. Payment will be effected in Indian Rupees only in the form of cheque / demand draft.
- iii. Payment shall be made on the recommendations of a duly constituted Purchase Committee for examining the quality of video films delivered as per the terms and conditions mentioned in the EoI.
- iv. **First instalment of payment of 15 %** of the total approved cost will be made by cheque / bank draft on submission of the final draft of the script after due consultation with stakeholders and district administration.
- v. **Second instalment of payment of 30 %** of the total approved cost will be made by cheque / bank draft on completion of videography job and submission and inspection of deliverables of the videography.
- vi. **Third instalment of payment of 55 %** of the total approved cost will be made by cheque / bank draft on complete submission and inspection of deliverables i.e. One master copy (high quality) of the documentary film and promotional video will be delivered on DVD (DVD format) separately, 5 copies of the documentary film including the promotional video will be delivered on DVD (DVD format) and raw footage of the documentary.
- vii. Selected Agency/Production house will submit demand for the three instalments as per the break-up given above after the completion of each activity. The vendor shall submit the signed receipts after receiving each instalment to District administration.