



COOCH BEHAR ZILLA PARISHAD
COOCH BEHAR



DISTRICT MISSION NIRMAL BANGLA CELL

Phone - 03582 223849, FAX – 03582 222550, Email – nbacoochbehar@gmail.com

Memo No.: 692

Date: 10/03/2017

NOTICE INVITING EXPRESSION OF INTEREST

Coochbehar Zilla Parishad intends to conduct developing Content for IEC material of Mission Nirmal Bangla activities for documentation of activities regarding implementation of Open Defecation Free movement and also to develop materials for awareness and capacity building of the masses for sustaining the ODF accomplishments.

Offers are invited on urgent basis only from bonafide ,competent, reputed Advertising Agencies, having adequate experience in development of content for IEC material to the Government Departments as mentioned below.

Scope of Work :-

1. Production of the documentaries complete in all respects for telecast through television channel.
2. Duration:1) Short audio visual productions of 3 mins durations covering different aspects of MNB like MNB at Enclaves , CLTS Implementation ,Different Innovative practices as per Coochbehar Model across the district etc 7 topics ,rates should be quoted per film basis
2) Audio Visual Production of 30 minutes on total story of MNB in Coochbehar
3. Shoot format: Shooting in HD and mastering in various formats as specified in deliverables.
4. Language: Master Production in Bengali, and English.

Deliverables :-

Deliverables for each episode and both in Bengali and English are:-

- (i) Telecast master DVC pro -50 – two copy
- (ii) Telecast master HD format at two copy
- (iii) Un-mix master HD format – one copy
- (iv) Hard disc (MOV or empq format) - one copy
- (v) DVD copies – 10 copies (scratch proof)
- (vi) VCD copies – 10 (scratch proof)
- (vii) Inlay card for the DVD/VCD design (in psd format) and jewel case design (in psd format)
- (viii) Hard copy of the final scripts in print form (one copy) and in ms-word or rtf file format in CD format
- (ix) Synopsis and details script in VP format (in rtf file format as well as hard copy)
- (x) Copies of final scripts both in Bengali and English
- (xi) Compressed file for web site upload and whatsapp etc messenger applications and social media platforms upload

The Quotation Papers (comprising of Notice Inviting Expression of Interest along with Item Detail, Technical Bid Form & Financial Bid Form) is to be obtained from The Mission Nirmal Bangla Cell, Coochbehar Zilla Parishad till **26.03.2017 up to 5.00 p.m.** Offers will be received till **27.03.2017 up to 2.00 p.m.**

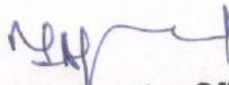
All Agencies Offering Rates (AOR) should submit the following documents (duly self-attested only) in the name of the Agency:

- 1) **Current Trade License.**
- 2) **Value Added Tax (VAT) Registration Certificate.**
- 3) **Income Tax Return(latest)**
- 4) **Permanent Account Number (PAN) Card.**
- 5) **Credential (Successful Completion) Work Order in the last Three Year for similar type of creative audio visual documentary/film preparation etc.**
- 6) **Preference will be given to the Advertising Agencies having experience in any Government Department for similar type of creative audio visual documentary/film preparation etc .**

The AOR should quote rates inclusive of all taxes & duties and also must include cost of other incidental charges. The AOR should quote rates in figures and in words. Offers are to be submitted in the Tender Box retained with the department. In this case the AOR must submit the Technical Bid & Financial Bid in two different sealed envelopes & the said two envelopes must again be inserted into another sealed envelope mention the name of the work "**Expression of Interest for content development for IEC material of Mission Nirmal Bangla activities**"

Upon receiving the sealed quotations up to **2.00 p.m.** on **27.03.2017**, the Technical Bid only will be examined first on **27.03.2017** at **3.30 p.m.** in presence of intending quotationers or their representatives. If any AOR fails to fulfill the criteria set forth for Technical Bid, then the Financial Bid will not be accepted for consideration into the Tender process.

The Financial Bid for the selected AOR only, will be opened on **27.03.2017** at **4.30 p.m.** The undersigned reserves the right to reject any or all of the offers without assigning any reasons whatsoever.


Additional Executive Officer
Coochbehar Zilla Parishad

Eaton

Signature of the
Authorized Representative
With Seal

Technical Bid
LIST OF WORK IN CONNECTION WITH
Content development for IEC material of Mission Nirmal Bangla activities
VIDE MEMO NUMBER DATED 10/03/2017

Name of the Firm:

Address:

Name of Contact Person:

Contact Number:

Attached along with this paper Self Attested photocopy of following documents
(Declare in Yes / No where applicable):

- 1) **Current Trade License** :
.....
- 2) **Value Added Tax (VAT) Registration Certificate** :
.....
- 3) **Income Tax Return for the Latest Assessment Year** :
.....
2014 - 2015 / 2015 – 2016
- 4) **Permanent Account Number (PAN) Card** :
- 5) **Professional Tax Registration Certificate** :
.....
- 6) **Credential (Successful Completion) Certificate where
in the value exceeds 5 Lakhs in a single Work Order** :
.....

Date:

Place:

**Signature of the
Authorized Representative
With Seal**

Financial Bid
LIST OF WORKS IN CONNECTION WITH
Content development for IEC material of Mission Nirmal Bangla activities
VIDE MEMO NUMBER _____ DATED _____

SL NO	ITEMWISE DETAIL	RATE QUOTE IN NUMBER	RATE QUOTE IN WORDS (INR)
1	Audio Visual Film on Mission Nirmal Bangla 3 minutes duration each along with all deliverables as mentioned		
2	Audio Visual Film 7 films of 3 minutes duration if issued work order all together along with all deliverables as mentioned earlier		
3	Audio Visual Film on Mission Nirmal Bangla of 30 minutes 1 No duration along with all deliverables as mentioned earlier		
4	Audio Visual Film on Mission Nirmal Bangla of 30 minutes duration as well as short films of 3 mins duration 7 nos along with all deliverables as mentioned earlier		

Date:

Place:

Signature of the
Authorized Representative
With Seal

Deliverables -

Deliverables for each episode and both in Bangali and English are:

- (i) Intelligent master DVC pro -50 - two copy
- (ii) Telecast master HD format - two copy
- (iii) Ultimate master HD format - one copy
- (iv) Hard disc (MOV or mp4 format) - one copy
- (v) DVD copies - 10 copies (scratch proof)
- (vi) VCD copies - 10 (scratch proof)
- (vii) Inlay card for the DVD/VCD design (in pdf format) and jewel case design (in psd format)
- (viii) Hard copy of the final scripts in print form (one copy) and in ms word or rtf file format in CD format
- (ix) Synopsis and details script in VP format (in rtf file format as well as hard copy)
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