

**Expression of Interest (EOI)**  
**For Hiring the Agency for Production of Short Documentary Videos**  
**on Various Best Practices/Activités in Department of School**  
**Education, Govt. Of Punjab**

Director General School Education, Punjab  
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## Expression of Interest (EOI)

### 1. Introduction:

The various good practices and activities are undertaken in the Department of School Education Punjab, under the different components/Projects such as Paro Punjab-Parao Punjab, Pre-Primary, Primary, Edusat, ICT, E-portal, Community Participation, English medium Schools, Smart Schools, Solar Electrification, Math Cell, Science Cell, SST/English Cell, Teacher Training etc.

Based on above mentioned activities O/o Director General School Education, on behalf of Department of School Education intends to hire suitable Film Production Firms/Companies/Agencies/Short film making firms for development of short documentary videos (Initially, 1-10 Videos of 1 to 5 minutes' duration, **but quantity and duration of videos can vary**). The videos would be uploaded on SSA Shagun portal of Ministry of Human Resources Development, Govt. of India, and would be used for other departmental purpose (Interested firms can visit <http://www.ssa.nic.in> & <http://ssaindia-gov.in/> to view the videos uploaded by other states.

### 2. Scope of Work:

- a) Development of Audio-visual Content/ scene coverage/ voice & text input to elucidate the importance of the topics/title
- b) Capturing High Definition video/ still photographs of the best practices and activities running in the Government schools across the State of Punjab.
- c) Composition/ Editing of the captured and already available audio/video footage still photograph to develop the film/video
- d) Production of the documentary films/video complete in all respects by performing means like Indoor/outdoor Shooting, dubbing (if required, in English/Punjabi/Hindi), subtitling(English/Hindi/Punjabi), voice over, translation etc.

### 3. Eligibility:

The applicant/participant firm should meet with following criteria:

- a. The applicant should be registered Firm/company/partnership firm/sole proprietorship firm/agency etc. Consortiums and Joint Ventures are also eligible.

- b. The firm should have minimum professional experience of 2 years in relevant field
- c. The firm must have produced at least 10 videos for the Govt. of India/ State Govt. / PSU in the relevant field and had produced minimum 5 videos in educational field in last year.
- d. Firms should have annual financial turnover of Rs. 50 lakhs during the last 3 financial years for period ending 31.03.2018.
- e. The applicant should have well trained production team.
- f. The applicant should not have been blacklisted by any Government department/Undertaking in India.

**4. Procedure for selection / short-listing of proposals:**

Selection of eligible firm would be done by a Committee constituted by the department, based on presentations, discussion and proposals of participant firm. After presentation, any further communication in the regard (regarding RFP or submission of quotation or financial bid) would be updated on department's website [www.ssapunjab.org](http://www.ssapunjab.org). The decision of the DGSE will be final and binding.

- a) The EOI does not guarantee any award of contract. DGSE shall be fully empowered to take decision on EOI and his decision shall be final & binding.
- b) The Interested parties may quote their tentative rates as per Annexure I & II in sealed envelope.

**5. Time Lines & Deliverables:**

- a) Development and Production of video/film will be completed in 10 days after giving go ahead for particular video, otherwise penalty can be imposed upto @1000/- per day for delay.
- b) Master copy, two DVD copies of each video including the dubbed versions, Synopsis of each film (Word doc etc.).

**6. Price Validity and Payments:**

- a. The price quoted by the firm shall remain valid for one year from the date of inviting EOI.
- b. 20% payment will be released on successful delivery of rough footage of

video, 40% payment will be released after final submission of video to department and remaining 40% payment on acceptance of video by MHRD, Govt. of India for uploading on Shagun Portal. (payment for per video basis)

#### **7. Performance Bank Guarantee (PBG)**

- a) The successful firm will furnish unconditional Performance Bank Guarantee within 15 working days from the notification of award, for a value equivalent to 10% of the total cost of order value.
- b) PBG shall remain valid for a period of 180 days beyond the date of completion of all contractual obligations of the successful firm/company.
- c) DGSE shall forfeit the PBG in full or part in the following cases:
  - When the terms and conditions of contract are breached/ infringed
  - When contract is terminated due to non-performance of the firm.
  - Notice of reasonable time will be given in case of forfeiture of PBG. The decision of DGSE in this regard shall be final.

The interested parties who full fill the mentioned terms and conditions shall be requested to visit for presentation (along with demo videos) in the office of Punjab Edusat Society O/o DGSE, E-Block, 1<sup>st</sup> Floor, PSEB Campus, Phase-8 SAS Nagar Mohali on **29.10.2018 at 10:00 AM**.

**Annexure-I**

<b>Description</b>	<b>Amount (exclusive of all types of taxes) in rupees.</b>
Cost of Video/Short Film to be developed as mentioned in EOI.	Amount in figures (INR) :..... Amount in words (INR):.....
Rate <b>Per Minute</b> Duration	

Signature of Authorized with Seal: .....

Name of Firm  
Address in Full

Date:-.....

Tel. No  
Mobile No.  
e-mail address:  
PAN No  
TAN No  
Service Tax No.

**Annexure-II**

<b>Description</b>	<b>Amount (exclusive of all types of taxes) in rupees.</b>
<b>Cost of Video/Short Film to be developed as mentioned in EOI.</b>	
Rate 1 to 3 Minutes Duration	Amount in figures (INR): ..... Amount in words (INR): .....
Rate 3 to 5 Minutes Duration	Amount in figures (INR): ..... Amount in words (INR): .....
Rate 5 to 10 Minutes Duration	Amount in figures (INR): ..... Amount in words (INR): .....
Rate 10 to 15 Minutes Duration	Amount in figures (INR): ..... Amount in words (INR): .....
Rate 15 to 20 Minutes Duration	Amount in figures (INR): ..... Amount in words (INR): .....
Rate 20 to 30 Minutes Duration	Amount in figures (INR): ..... Amount in words (INR): .....
More than 30 Minutes	Amount in figures (INR): ..... Amount in words (INR): .....

Signature of Authorized with Seal: .....

Date:-.....

Name of Firm  
Address in Full  
Tel. No  
Mobile No.  
e-mail address:  
PAN No  
TAN No  
Service Tax No.