

Administration of
Daman & Diu - UT
Department of Information Technology
Daman – 396220

No. 01/IT/DDeGS/File No. 175/Part-II/2013-14/158

Date : 08/06/2015

QUOTATION NOTICE

Member Secretary(DDeGS) invites sealed tenders for Documentary Film of various Saral Seva Kendra and e-Governance projects from the reputed Videographer, so as to reach to this office of the undersigned on or before **22 July, 2014** up to 1500 hours in the office of the undersigned.

The tender document along with terms and conditions can be downloaded from official website of Daman & Diu i.e. www.daman.nic.in

Tender Name	Multimedia (Audio & Video) film for Saral Seva Kendra and e-Governance Projects
Tender Fee	Rs. 1000 (In form of DD payable at Daman in favour of Daman & Diu e-Governance Society (Non Refundable)
Last date of submission	22 -07-2015 at 1500 hours at Department of IT, 207-208, Fort Area, Moti Daman
Date for opening of tender	23 -07-2015 at 1600 hours at Department of IT, 207-208, Fort Area, Moti Daman

The tender should be properly super scribed '**Tender for Multimedia (Audio & Video) film for Saral Seva Kendra and e-Governance Projects**'. The tenders will be opened on the same day in presence of the bidders representatives. In case no representatives are present, the Department will still go ahead with opening of the tender.

The Tender Form along with terms & conditions is also available on the official website of Daman & Diu Administration www.daman.nic.in and can be downloaded for submitting the tender, but such tender should also reach to the



undersigned in the manner indicated as above along with tender fee in form of Demand Draft from nationalized/scheduled/commercialized bank.

Right to accept or reject any or all tenders without assigning any reason thereof is reserved with the undersigned.



(P.S. Jani)
Member Secretary (DDeGS)
Daman & Diu
Daman.

To,

Member Secretary (DDeGS)
Daman & Diu
Daman.

Sir,

I / We undersigned _____ hereby offer my

/our rates in enclosed Schedule of rates. I/ We agree with terms and conditions attached with the tender and promise to work of '**Tender for Multimedia (Audio & Video) film for Saral Seva Kendra and e-Governance projects** will be done at the rates shown in enclosed schedule for the period stipulated in the work order.

(Signature of Tenderer
with Rubber Stamp)

SCHEDULE OF RATE

Schedule showing the rates to be offered for Documentary Film of various departmental schemes.

Sr. No	Name of Item	Unit	Rate to be offered in figures and words.
(1)	(2)	(3)	(4)
1	Shooting of Film : <u>Outdoor work :</u> A. Camera Canon Mark III 5D with 2 K Resolution/ or any equivalent/or higher Lenses 16:35, 35:70 & 70:200 Sound Recording on Location with Sennheiser Nipple misc. Croma Keying shoot with green screen for Interviews, Lights and Reflectors with technical and creative team of approx 8 persons.	Per one package	<u>a) For Saral Seva Kendra</u> Rs. _____ (` _____ _____ _____) <u>b) e-Governance Projects</u> Rs. _____ (` _____ _____ _____)
2	B. Shooting work for 5 days at Daman and within the territory of Daman & Diu <u>Indoor work :</u> A. Narration Voice Recording in Studio on Neumann U87 Condenser Mic in Recording Software Nuedo or Apple Logic Pro. (Male or Female) with direction & Studio Charges included in the same. B. Voice over, Music and Camera Sound Mixing in Software Nuedo or Apple Logic Pro. Studio Charges included in the same. C. Video Editing in Film Editing Mac Based Software Apple		

	<p>FCP X with color corrections in Apple Color and basic VFX in Mac Based Apple Motion 5.</p> <p>D. Normal Animations of Maps and Texts in Motion 5.</p> <p>E. Final Master in HD 1080, 1280 x 720p, 2k Resolution and SD DVDs carrying Video with Menu Chapters.</p>		
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Signature of Tenderer

with rubber stamp.

Terms and conditions for Documentary Film of various schemes of department.

- 1) The rates should be quoted Indian Rupees inclusive of all taxes/levies/surcharges etc.
- 2) The rates should be quoted only as per the specification of the tender.
- 3) Rates quoted for items other than the required specification will not be considered.
- 4) Tender without tender fee will be rejected.
- 5) The assigned work is to be completed within 20 days from the date of order.
- 6) The tender inviting officer has all the rights to reject/change the work completed by the agency before final acceptance.
- 7) Duration of the final approved multimedia (audio/video) film should be between 2-3 minutes in Hindi & Gujarati each for Samay Sudhini Seva and Saral Seva Kendra respectively.
- 8) Quotation should be as per the specified format in Schedule of Rate. Tender will be rejected if not as per format.
- 9) The Department will own the copyright of the material(audio/video/print in whatever form i.e. analog, digital etc) collected.

Tenderer Signature with
stamp