



WEST BENGAL TOURISM DEVELOPMENT CORPORATION LTD

(A Govt. of West Bengal Undertaking)

Udayachal Tourist Lodge (1st floor) DG Block, Sector II,

Kolkata-700091; visitwestbengal@yahoo.co.in

www.wbtdcl.com, 18002121655

No.2011 /WBTDCL/XIX 256

Date: 1.9.2017

NIT No. 13 /WBTDCL/2017-18 (Operations)

Subject: Video Photography on Monsoon in Dooars

West Bengal Tourism Development Corporation Ltd (WBTDCL), a Govt of WB undertaking, invites sealed/covered quotations from reputed and competent Creative Production Agencies for making a video documentation on Monsoon in Dooars including the Tourist Lodges of WBTDCL.

Locations of Shooting:

Dooars - As a Tourist destination in Monsoon including Murti, Gorumara, Khunia, Jayanti, Buxa, Chilapota and the adjacent Tourist Lodges therein.

Technical Specifications for making the Film:

- Usage of Multi Camera
- Usage of special flycam for aerial shoot
- Full HD Format raw footage
- Output format in broadcast quality
- Inclusion of appealing narration
- Inclusion of attractive and appropriate background scoring
- Non linear editing in professional editing set up for lossless output

Requirements of WBTDCL:

- I) The agency will have to capture the selected locations in Dooars including the tourist lodges from inside and outside. There should be enough video to establish the location of the lodge and the tourist attractions of the place.
- II) Video must be captured and delivered in 4K format.
- III) All shooting footages, audio recording and other recorded material must be submitted to WBTDCL Ltd and therefore it will be the sole property of WBTDCL Ltd.
- IV) The team has to travel to the selected places as per the need of the WBTDCL Ltd.
- V) The final video should be produced in aesthetic manner and of duration of around 5 min with background music, captions and voice over to support the content suitably.
- VI) WBTDCL will not pay or reimburse any cost or provide any logistic support for the production of sample of an unsuccessful bid.
- VII) The script for voice over and any other creative matter to be approved from the office before its usage in the final output.

Earnest Money Deposit:

- (i) Earnest Money Deposit (EMD) Rs 25000/- in Demand Draft drawn in favour of “West Bengal Tourism Development Corporation Limited” payable at Kolkata to be submitted with the quote. EMD in any other form shall not be acceptable.
- (ii) "Tenders" - without EMD shall be summarily rejected.
- (iii) No interest will be payable on EMD.
- (iv) The EMD of unsuccessful Tenderers will be refunded in due course.
- (v) **Forfeiture of EMD:** EMD will be forfeited, if the bidder withdraws their bid, after acceptance of work order or fails to perform satisfactorily within schedule.

Eligibility Criteria & Requisites from Agencies

Intending quotationers must apply in writing together with documentary evidence in support of their experience and competency to execute such types of work keeping in mind the following guidelines:

- The agency must be professionally qualified and experienced in making high resolution, good quality documentaries
- The Agency must have an excellent track record along with extensive experience in working with updated cinematography, editing and photographic techniques.
- An experience in handling jobs for Tourism is mandatory.
- An experience in making documentaries for government and corporate sectors.
- Valid documents related to Trade License, I.T, Professional Tax Clearance certificates, GST Registration must be produced along with the application for obtaining permission from the undersigned to participate of the NIQ.
- Selected Agency requires arranging their own logistics of transport. WBTDC will provide complementary Accommodation (02 D/B rooms) and food at 50 % discount at WBTDC Tourist Lodges as per availability.
- Quotation Amount should not exceed Rs 4.5 Lakhs incl.tax

Submission:

- I) Interested and eligible Agencies may apply in sealed cover (Master envelope), superscribed “Promotional Film on Monsoon in Dooars” and submit the same along with EMD and sample film in this office by 08 September 2017, 2.00 PM
- II) Technical specs, Company Profile with sample film and Financial bid as per Annexure I to be submitted in separate sealed envelopes, finally enclosed in the master envelope

Tender Summary:

Last Date of Submission	:	08.09.2017 (02.00 PM)
Date of Opening of Financial Bid	:	08.09.2017 (03.00 PM)

Rejection of Tender: Bids may be rejected, based on any one of the following reason:-

- I) Receipt of offers in an unsealed/open envelope and/or in an unsigned form.
- II) Tenders received without EMD and receipt of EMD in any other form as mentioned in the tender.
- III) Receipt of offers after the due date and time of the tender.
- IV) Non compliance of Technical parameters.
- V) Non acceptance of General Terms and Conditions of the tender

Selection

- I) Selection will be based on the sample film submitted and other criteria as mentioned. It may be noted that being a creative work, the final selection may not be based on lowest quote. The decision of the management/committee will be final in this regard. The management/committee is not liable to furnish any clarification for selection.
- II) Financial Bid will be opened only for bidders who fulfil eligibility criteria.
- III) WBTDC Ltd. has the right of **cancelling** any quotation without providing any reason whatsoever.
- IV) WBTDC has the right to cancel the entire tender without citing any reason

Payment:

The normal terms of payment are 30 days credit from the date of receipt of Bills and the final products. Deduction of Govt. taxes at source shall be done as per Govt. rules as applicable from time to time. No advance payment shall be made in any case.

Managing Director



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Annexure I

Financial Bid Form

Name of Company :

Address :

Ph. No. :

Email :

Quotation For Filming:

Sl No	Location	Amount (Rs) excl. Tax (mention tax percentage separately)
1	<p>Dooars - As a Tourist destination and including Tourist Lodge of WBTDCL</p> <p>Quote should include cost of shooting, producing the final film as per laid down criteria, other logistics incl. Accommodation, food, transport and related expenses. Tax component to be mentioned separately</p>	

Remarks (if any)

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Date:

Signature of Authorised Representative

Place: