



TECHNOLOGY INFORMATION, FORECASTING & ASSESSMENT COUNCIL
(An Autonomous body under Dept. Science and Technology, Govt. of India)
5th Floor, AI Block-II, Technology Bhavan New Mehrauli Road, New Delhi-110016

Request for Quotations for Preparing Short Video Film

LAST DATE OF SUBMISSION OF PROPOSALS TO TIFAC

9th December, 2024

ADDRESS FOR SUBMISSION

In-charge (Admin. & Estb.), TIFAC, 5th Floor, AI Block, Technology
Bhawan, New Mehrauli Road, New Delhi-110016.
Envelope super scribing "Proposals for short video film making"

*Please read all instructions carefully before applying



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Request for Quotations for Preparing Short Video Film

TIFAC invites Proposals / Quotations from DAVP, CBC /NFDC empanelled firms /agencies/companies/start ups etc in the field of professional video film making and having relevant experience for preparing/making short high resolution audio visual film (video film involving activities like scripting, shooting, mixing, editing, voice over, animating etc - as required, covering mainly the achievements and success stories of programs namely NIDHI -PRAYAS, NIDHI – EIR and New Gen IEDC.

Scope of Work: Highlighting –

- Program objectives and nature of support provided
- Summarizing overall reach and achievements in past years of operation
- Few Success stories

Program details and detail of success stories will be shared with the selected agency/firm. Scope may also involve travelling (approx. 7-8 locations) to cover achievements/success stories etc, including making/extracting a very short AV for the social media. Scope may change to some extent based on requirement.

Duration of the Film: 5-7 Minutes.

Duration of AV for Social Media: 30 – 40 Seconds

Terms and Conditions:

- i. Sealed proposals/ quotations to be sent to In-charge (Admin. & Estb.), TIFAC, 5th Floor, AI Block, Technology Bhawan, New Mehrauli Road, New Delhi-110016 superscribing “Proposals for short video film making”.
- ii. Firm/agency/company information to be filled in annexure – 1.
- iii. Two proposals to be submitted (**inside a bigger envelope to be superscribed “Proposals for video Film Making”**) by interested agency/company/firm etc, in original, without making any additions, alternations as under:
 - (i) Envelope 1 to be super scribed **“Technical proposal”**: Technical Proposal highlighting the past experience in making such types of videos/short films

- iv. Financial proposal to be super scribed “**Financial proposal**”: must be submitted in the prescribed format as given in annexure – 2. Incomplete bids will summarily be rejected. Price quoted shall be firm and inclusive of all GST and taxes.
- v. No advance payment will be made. Payment will be made after completion of the entire work. No additional amount on any ground except the amount quoted would be payable.
- vi. TIFAC reserves the right to annul the quotation invitation process at any time prior to award of work including rejection. No alternative / conditional offer shall be considered.
- vii. Scope of work is tentative and indicative and may modify a little. Duration of various sections in the film to be decided by TIFAC.
- viii. If the work by the agency is not found satisfactory or if the work is not completed to the satisfaction of TIFAC or if the work is left incomplete, TIFAC reserves the right not to pay the agency.
- ix. The assignment is to be completed in 10-15 days after assigning work to the firm or as decided by TIFAC.
- x. **Last date for submission of quotations is 9th December, 2024 till 5:00 PM at TIFAC office** (TIFAC, 5th Floor, AI Block, Technology Bhawan, New Mehrauli Road, New Delhi-110016).
- xi. Technical proposals / presentations will be considered / held first. Only those financial proposals will be considered which qualify technically based on experience and expertise in carrying out such type of assignment. Firms may be invited for presentations of technical proposal in online/offline mode, which will be intimated.
- xii. The decision of TIFAC will be final.

Annexure-I

**Technology Information, Forecasting & Assessment Council (TIFAC)
New Delhi-110016**

Technical Proposal with Agency Information

Sl. No.	Parameters	Details
1.	Name of the firm / Company /Agency etc	
2.	Complete Address & Telephone Number (Landline and mobile)	
3.	GST No. (document to be enclosed)	
4.	Registration No. / License No. of the firm (document to be enclosed)	
5.	Relevant Experience and Expertise	
6.	Certificate of Empanelment with DAVP, CBC/NFDC	

*Please attach sheets wherever required.

(Signature with Name, Date , Seal)

Annexure-II

**Technology Information, Forecasting & Assessment Council (TIFAC)
New Delhi-110016**

Financial Proposal / RATE

Sl. No.	Description	Rate (INR) -Exclusive of GST	GST Amount in INR	Total Amount
1.	Short Video Film Making with mentioned scope of work			

(Signature with Name, Date, Address & Seal)