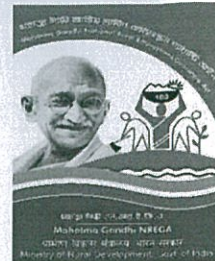


**OFFICE OF  
THE DISTRICT PROGRAMME CO-  
ORDINATOR, MGNREGA  
&  
DISTRICT MAGISTRATE,  
JALPAIGURI**



**MGNREGS CELL  
ROOM NO- 05, 2<sup>nd</sup> FLOOR  
COLLECTORATE BUILDING  
JALPAIGURI**  
E-mail: [nrega.jal@gmail.com](mailto:nrega.jal@gmail.com);  
website:  
[www.nregajalpaiguri.com](http://www.nregajalpaiguri.com)  
Phone : (03561) 224826/ 222334



Memo No: 223 /MGNREGA

Date: 19/02/2020

NIQ NO.- 05/MGNREGA/2019-20

**NOTICE INVITING QUOTATION FOR AUDIO VIDEO DOCUMENTATION  
UNDER MAHATMA GANDHI NREGS**

As directed sealed quotations are invited from reliable and resourceful experienced agencies for audio video documentation for IEC activities under Mahatma Gandhi NREGS in 04 Blocks in Sadar Sub-Division and 03 Block in Mal Sub-Division under Jalpaiguri District.

The intending participants should quote their rates for the following works in their letter pad for each Block covering adjacent Gram Panchayats under Jalpaiguri District inclusive all. The quotations will be dropped into the tender box placed at MGNREGS Section, Office of the District Magistrate, Jalpaiguri.

**Locations of Shooting:**

- Minimum 05 spots in Gram Panchayats under particular Block covering maximum assets created from Mahatma Gandhi NREGS.

**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
- Professional editing set up for lossless output.

**Content of Video:**

- Assets Shots, Shots which indicates the importance of Asset, Shot which indicates the impact of Asset and any other shots which will add value to documentary.
- Bytes: - Beneficiaries and stakeholder, Officer and officials of District Administration and local administration.
- Language:- Bengali/ Hindi
- Sub-title:- In English.

**Details of Work:**

1. The agency will have to capture the selected locations in Gram Panchayats in a Block. There should be enough video to establish the benefit of Mahatma Gandhi NREGS works among the rural people.
2. Video must be capture and delivered in 4K format.
3. All shooting footages, audio recording and other recorded material must be submitted to District MGNREGS Cell and therefore it will be the sole property of District MGNREGS Cell, Jalpaiguri.
4. The team has to travel to the selected places in their own cost and also make necessary liaison with Block MGNREGS team for their assistance.
5. The final video should be produced in aesthetic manner with background music, caption and voice over to support the content suitably for each Block.
6. District MGNREGS Cell will not pay or reimburse any cost or provide any logistic support for the production of video documentary.
7. The script for vice over and any other creative matter to be approved from the office before its usage in the final output.
8. The agency should submitted the each video documentary video film along with a separate folder containing minimum 10 professional photographs for each story for each block.
9. Total work should execute in the supervision of Technical Section, District MGNREGS Cell, Jalpaiguri.

*Continued.....*



**Eligibility:**

1. The agency must be professionally qualified and experienced in making high resolution, good quality documentaries.
2. The Agency must have an excellent track record along with extensive experience in working with updated cinematography, editing and photographic techniques.
3. An experience in making documentaries for government sectors. Having credential of similar type of work in Central/ State Govt. or any undertaking by Central or State Government Office/ Departments.
4. Having Trade License, valid 15-digit Goods and Services Tax Identification Number (GSTN) under GST Act, 2017, P. Tax and PAN Card, Income tax return.

**Terms & Conditions:**

1. The intending participants will have to submit the photo copy of Trade License, Valid 15-digit Goods and Services Tax Identification Number (GSTN) under GST Act, 2017, P. Tax, Income Tax Return and PAN Card along with quotation. The undersigned reserve the right to see the original of above document at the time of issue of work order.
2. The intending participants to quote the rate for per Block both in figures and in words in his/ her own letter pad. The unit price quoted must be mentioned neatly. Corrections, if any should be properly authenticated.
3. Incomplete quotation will be summarily rejected.
4. Acceptance of the lowest quotation is not obligatory and undersigned reserve the right to accept and reject any or all the tenders without arising any reason.
5. For any query regarding above work will provide on any working day in the office of the undersigned during office hours.
6. Selection will be based on the qualification, quote 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 District Administration will be final in this regard. The District Administration is not liable to furnish any clarification for selection.
7. Necessary deduction at Govt. prescribed rate will be deducted from original bill.
8. Work will be complete
9. Payment will be made after completion of the work. No advance payment shall be made in any case.
10. ***The intending bidder will have to give a PP presentation before the District Magistrate about their plan of preparation of the documentary and topics to be covered on the date to be fixed up by the authority.***

**Date of Submission of quotation:**

1. Date of submission of quotation will be on 02/03/2020 up to 2.00 pm.
2. The quotation must be submitted in sealed cover superscripting the NIQ No, Name & Address of the quotationers and the quotation should be submitted in the Quotation Box at the Office of the undersigned as mentioned above address within the time stipulated without fail.
3. Submission of quotation through e-Mail/ by post / open letter shall be rejected.

**Date of opening of quotation:**

Quotation so received on 02/03/2020 up to 2.00 pm and will be opened on same day at 3.00 pm in presence of the available quotationers.

District Nodal Officer  
WB-MGNREGS  
Jalpaiguri.

Memo No: 223 /19)

/MGNREGA

Date: 19/02/2020.

**Copy forwarded for information to:**

- 1) The DPC, MGNREGS & District Magistrate, Jalpaiguri.
- 2) The ADPC, MGNREGS & Addl. District Magistrate (Gen), Jalpaiguri.
- 3) The SDPC, MGNREGS & SDO, Sadar, Jalpaiguri.
- 4) The DPRDO, DM Office, Jalpaiguri.
- 5) The DICO, Art Complex, Jalpaiguri.
- 6) Joint BDO (HQ), MGNREGS Cell, Jalpaiguri.
- 7) The Programme Assistant, District MGNREGS Cell, asked to serve the notice to all concerned.
- 8) Rajatava Bandyopadhyay, Web-Site Developer requested to upload the notice in District MGNREGS web site.
- 9) Office Notice Board.

District Nodal Officer  
WB-MGNREGS  
Jalpaiguri.