

Tender Notice
DAC / NIT-31 / 2024-25, dated 10.12.2024

Sealed quotations are invited from qualified parties/ suppliers/ vendors/ Companies /Agencies as per following specifications for one Documentary film on Dinabandhu Andrews College:

Sl. No.	Specification	Details	Price (Rs.)
1	No of Module	One Master Video	
2	Length of Video	5 to 6 Minutes	
3	Completion time	First cut by 10 days, Final within 15 days	
4	Delivery Module	HD Quality Video	
5	Nature of Job	Conceiving, writing, filming and editing the video features for the Academic Institutions use Production of one (1) master video of 5-6 mins. The video can be a mix of still photographs and videos too. A detailed storyboard/script for each video will be required. Package include HD Video. Creative design (story boarding) Use background score, voice overs and other sound mix as appropriate in the videos Develop the master video and its smaller renditions in compliance with Academic brand guidelines, style guide and brand messaging. Postproduction tasks including editing, subtitling, audio, and visual composition as per the agreed timeline.	

The quotation must contain the followings:

1. PAN
2. All prices must be quoted inclusive of applicable GST
3. Tenderers must have GST Registration.
4. Telephone No
5. Address (with proof)
6. Email ID
7. Bank details (A/C No., Bank, Branch & IFS Code)
8. Documents (Xerox copies of PAN card, Trade License and GST Registration) must be Submitted along with the tender.

All rates should be mentioned with GST as applicable. The quotation must be submitted by 24.12.2024 (up to 01:30 p.m.). Tender will be opened on 24.12.2024 at 02.30 p.m. in Room No. 2, preferably in presence of Tenderers.

Sd/-
Principal

Dinabandhu Andrews College

Dated 13.12.2024