



**NATIONAL CENTRE FOR EARTH SCIENCE STUDIES**  
**(An Institution under the Ministry of Earth Sciences, Govt. of India)**  
**P.B. No. 7250, Akkulam, Thiruvananthapuram-695 011, Kerala.**  
**PURCHASE DIVISION**

**Our Ref : PUR-PROC/273/2019-PUR-NCESS**

(To be quoted in all correspondence)

**Dt. 22.10.2019**

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***Sub: EXPRESSION OF INTEREST FOR DOCUMENTARY FILMS***

National Centre for Earth Science Studies (NCESS), an autonomous body under Ministry of Earth Sciences (MoES), Govt. of India, intend to receive Expression of Interest (EOI) from DAVP approved persons for making a documentary film on “R&D initiatives of NCESS and future plan” for a duration of 10 minutes.

**INSTRUCTIONS/ CONDITIONS**

1. The film should be made of original shots only.
2. All the shots should be made by the company.
3. The work order will be issued at DAVP rates. The film should be prepared based on the script provided by NCESS.
4. Uniformity of quality should be maintained throughout the production.
5. The company under normal circumstance should not use stock shots. If at all used, should be with permission from the committee and the copyright should rest with NCESS. The company should certify that the shot is being used for the first time and that shot should not be used elsewhere.
6. The camera used should be of minimum 2K resolution.
7. The duration of the documentary films should be between 10 minutes.
8. The film should be in HD format.
9. The GST can be claimed additionally at the prevailing rate.
10. The order value will include charges for script, detailed shot-by-shot storyboard (for Video-spots), location, travel outside Trivandrum upto 200 kilometers, models, anchors, shooting, editing, jingle, 2-D/3D animation/ 2D & 3D Character animation/all kinds of Graphics as required by NCESS, titling/sub-titling/text, music, voiceover, background effects, special effects,), two Master Copies (both mixed and unmixed) in Digi Beta or DVC, for NCESS as per DAVP. In addition, all video-spots would be required to be submitted in suitable digital MPEG format at broadcast quality for delivery by internet.
11. The additional claims will be accepted as per DAVP rates. All the charges will be admitted as per DAVP rates, considering Thiruvananthapuram as the base. The charges for journey will be reimbursed at actuals beyond 200 Km from Trivandrum. Journey could be undertaken by rail (First Class/AC-2T) or by road upto 800 kms, and by air (economy class) beyond 800 kms. The Company, may, however, obtain prior permission of NCESS for undertaking such journey and should submit supporting documents ie used tickets or bill for hiring vehicles etc to support their claim.
12. Payment of royalty/credit for copyright purposes to any public/private organization or person for using any input in a production would be the responsibility of the Company.
13. Each DVD/CD and its cover should be properly labelled mentioning title of spot/programme, subject, duration, language, name of client, name of NCESS/production agency and year of production.
14. An agreement on deadline and terms and conditions should be signed along with the acceptance of work order.
15. It may be noted that the production of the documentaries should invariably be as per specifications. If any of your service fails to confirm to the specification prescribed, the Centre will abort the contract.
16. The bill in duplicate may be forwarded to the undersigned for making payment after the completion of work. The payment will be made after satisfactory acceptance. The statutory deductions will be made as per the govt. rules.
17. The copyright of the film will be with NCESS.
18. The work will be carried out on credit basis and the payment will be made after completion and acceptance, by bank transfer.

19. The company should provide document of DAVP approval and the list of works done with contact details. The company should be willing to provide links for the videos done/ come for demonstration as required. The decision on the selection by the Centre will be final.

**The EOI should be submitted by e-procurement in PDF format by ‘logging on’ in the website [eprocure.gov.in/eprocure/app](http://eprocure.gov.in/eprocure/app). The total file size of the documents submitted should not exceed 20 MB.**

Please submit your EOI along with documents related to credentials and DAVP approval, not later than **13.11.2019 at 5.30 PM (Tender Opening at 11.00 A.M on 15.11.2019)**.

Yours faithfully,

Sd/-

Deputy Manager (Purchase)