



Indian Institute of Technology Bhilai (IITBh)
Chhattisgarh, India – 491002
www.iitbhilai.ac.in

Enquiry No IITBh/Services/Media/2024-25/406

Dated: 31-12-2024

Notice Inviting Quotation (NIQ)

Sub: Inviting Quotation for Documentary Film Making at IIT-Bhilai.

Indian Institute of Technology Bhilai, would like to invite the quotations for Documentary Film Making of IIT-Bhilai from the reputed and bonafide creators/service providers/vendors:

S. No.	Quotation Required For	Unit	Qty	Basic unit Price (in INR)	Total Price (in INR)
1.	Documentary Film Making (English) Duration: 3-5 min	Film	01		
2.	Applicable GST Amount in INR				
3.	Other Charges, if any				
Grand Total					

Note: GST should be quoted as per the Government norms, In case due to any error/ oversight, the GST quoted by the vendor(s) is less than the actual rate as per tariff, the vendor(s) will not be permitted to rectify the error/oversight. The orders/ contract will be placed for the total amount including the (lower) rate/s quoted by the vendor(s), with the reduced basic amount to the extent of difference in tax amount, so that the total amount (basic + actual rate as per tariff), remains same(quoted basic + quoted rate). The difference amount payable, if any, between the quoted rate and actual rate as per tariff shall be borne by the vendor(s).

We are inviting the detailed quotations for the above services in a vendor(s) letterhead with sealed envelope to be submitted on or before 10-01-2025 at 3.00 PM at Stores & Purchase Section, Room No. 208, Level-II, Data Centre Building, IIT-Bhilai.

Terms and Conditions:

1. Evaluation: The vendors who are meeting the above requirement and quoting the lowest rate for the required services will be awarded the purchase order.
2. The number/length of films/duration mentioned is tentative and the actual numbers/length to be produced may increase or decrease based on the discretion of IIT-Bhilai.
3. Prices should be in Indian Rupees and should be inclusive of all Taxes, Duties & FOR IIT-Bhilai.
4. The services shall be required to start and complete as per the instructions of IIT-Bhilai.
5. Your quotation must be valid for a minimum of 90 days from the date of opening of tender.
6. The services should be as per the approved content of script(s).
7. The jobs should be completed within 45 days from the date of issue of purchase order.
- 8. Vendor should provide the final content/film in any multimedia format as requested by the concerned department.**
9. GST Number should be clearly mentioned in your offer, failing which your offer may not be considered.

10. Advance payment is not admissible. Payment shall normally be made within 30 days subject to receipt and acceptance (as per Work Order Terms) of the ordered materials/services.

11. Any other information that you may like to obtain, you are free to contact IIT Bhilai through mail at sp@iitbhilai.ac.in before submitting their quote.

12. IIT-Bhilai reserves the right to accept and/or reject the tender without assigning any reason.

Note: If any vendor(s) wishes to refer about the scope of work, they can come and contact the concerned department within the premises of IIT Bhilai.

Stores and Purchase Office
Indian Institute of Technology, Bhilai

Scope of Work (Documentary film)

Services for making a documentary film on IIT Bhilai and its scope of work are outlined below:

- Duration of the film: The documentary film should be of minimum 3 minutes to maximum of 5 minutes duration

The services should include:

- Preparation of the script in consultation and with the approval of IIT Bhilai.
- Pre-production and post-production till the completion of the film including:
 - Content: The documentary should be based on the major achievements of IIT Bhilai since its inception and feature the campus and its infrastructure.
 - Preparing the script of the documentary film in consultation with IIT Bhilai team
 - Identifying the location within campus
 - Charting a detailed schedule for each day's filming
 - Filming
 - Editing
 - Subtitles for the entire film (Hindi and English)
 - Voiceover
- The film should be shot and completed within 45 days from the date of issue of Purchase Order.