

**NOTICE INVITING TENDER (NIT)
FOR THE WORK OF
PHOTOGRAPHY & VIDEO COVERAGE
INCLUDING EDITING AND
PRODUCTION OF REELS FOR
WEBSITE & SOCIAL MEDIA**

Tender

Tender Document can be downloaded from the following websites:

<https://https://kokborokoml.tripura.gov.in>

**DIRECTORATE OF KOKBOROK & OTHER
MINORITY LANGUAGES
SHIKSHA BHAWAN, OFFICE LANE AGARTALA.
Website: <https://kokborokoml.tripura.gov.in>
e-mail: dkmltripura@gmail.com**

The Directorate of Kokborok & OML invites NOTICE INVITING TENDER (NIT) through a two-bid system from professional photographers, electronic media agency, videographers, freelancers, agencies and Production Houses for work in commercial photography and video coverage, including editing and production of reels for publishing on the department's website and social media handles.

SECTION1 – BID SCHEDULE

Particulars	Description
Name of Work	Photography & Video Coverage, including Editing and production of Reels for Website & Social Media
Tender No	1(270)/KBK-OML/2025
Quantity	
Estimated Cost	Rs.1,60,000/- (Rupees one lakhs sixty thousand) only
Earnest Money Deposit (to be refunded after Award of contract/empanelment of agencies)	Rs. 5,000/- (Rupees five thousand) only through DD/Banker's Cheque etc. No alternative mode of submission will be accepted.
Tender fee	Rs. 1000/-
Type of Bid	Two-bid systems (Technical & Financial Bid).
Date of Issue/Publishing	18/03/2025
Start date and time of submission of Bid	19/03/2025
Last Date and Time for closure of Bid submission	20/03/2025 up to 4:00 PM
Date and Time of Opening of Technical Bids (Cover-I)	20/03/2025 at 4:30 PM
Date of Opening of Financial Bids (Cover-II)	Shall be communicated after completion of the technical evaluation.
Work completion period	07 days from the date of issuance of Work/Supply Order.
Validity of Offers	90 days from the date of opening of the Financial Bid.
Tender Opening Location	Directorate of Kokborok & Other minority Languages, Shiksha Bhawan, Office Lane, Agartala, Pin-799001
Contact Details	Tender Section– Directorate of Kokborok & OML, Shiksha Bhawan, Room No-7, Ground Floor, Office Lane, Agartala.
	On any working day during office hours (10:30 to 17:30hrs)
	Deputy Director, Room No-5, Shiksha Bhavan, Ground Floor, Office Lane, Agartala. e-Mail-dkmltripura@gmail.com

**** Bidders are requested to read the instructions carefully before submission of the e-Tender.**

**Director,
Directorate of Kokborok & OML,
Shiksha Bhavan, Agartala.**

The Directorate of KBK & OML invites tenders to create engaging and informative short video reels for use on social media platforms and other promotional materials. Interested vendors are invited to submit their proposals by **19.03.2025 (5 pm)**

1. BACKGROUND OF THE WORK:

2. SCOPE OF WORK:

The Directorate of KBK & OML wishes to avail the services of a Company/Firm/Agency/ Proprietor (sole/joint) to provide high-quality photography and video coverage services, including editing and production of short films/reels for social media, which shall broadly include the following jobs:

- a) Carrying out commercial photography with complete professional equipment such as Camera, Lenses, Filters, Colour Correction Card, Flash, Reflectors, Tripods, Studio Backdrop, Monitors, Fill In lights, umbrella lights, light kits etc.
- b) High-quality video editing and production work for short clips and social media posts/reels, which shall involve:
 - i. Video planning and story boarding
 - ii. Creating video footage, controlling lighting, sound, and other technical aspects
 - iii. Video editing
 - iv. Colour enhancement and manipulation.
 - v. Audio editing and mixing and using voice over
 - vi. Effects and animation (if necessary)
- c) The production material (photographs & video) shall be delivered by the selected agency either online (cloud link) or offline (Portable SSD / SATA hard drive/USB pen drive & high-quality hardbound Photo Album) as per requirement.

3. GENERAL TERMS & CONDITIONS:

- a) All the columns in the Technical Bid format need to be filled by the bidders and submitted by superscribing "Technical bid for"
- b) The Technical Bid should not contain any indication of the price. In case any indication of the price quoted is included in the Technical Bid, such Bids shall be rejected. No correspondence will be entertained in this regard.
- c) All material, photographs, video footage and all such information etc generated during assignments will be the property of the Directorate of KBK & OML and will have sole rights for its use in future and will be copyright protected.
- d) The expenditure on travelling, accommodation, any other allowance, etc, incurred during the photography/video coverage and production assignments would be borne exclusively by the Bidder / Agency.
- e) The Directorate of KBK & OML reserves the right: -
 - i) To reject any / all applications without assigning any reasons thereof.
 - ii) To relax or waive any of the conditions stipulated in this document as deemed necessary in the best interest of the ITPO without assigning any reasons thereof.
 - iii) To include any other item in the scope of work at any time after consultation with prospective agencies or otherwise.

4. ELIGIBILITY CRITERIA:

- a) The bidder should be a photography agency/ production house/ commercial photographer/ electronic media agency/ freelancer with a minimum of **5 years** of having provided photography & related services on a hire basis for government departments/private companies etc. Copies of work orders / Bills should be submitted as a proof of receipt of payment in support of these events.
- b) The bidder should have its production, designing and video and image editing setup/equipment necessary for carrying out the work.

- c) The Bidder will submit relevant documents included in the Tender the effect that the information submitted by him is correct and he will abide by the decision of competent authority of Directorate of KBK & OML regarding the tender.
- d) The bidder should have not been de-registered/blacklisted, previously by any government organization. A Certificate to this effect to be submitted on the letterhead of the firm/agency.
- e) The bidder should have a PAN Number (mandatory) and GST Registration (if applicable).

5. TENDER FEE & EARNEST MONEY DEPOSIT (EMD):

The Tender Fee and EMD are to be paid to the office of the Directorate of Kokborok & OML. The Tender Fee and EMD is to be paid to the following account of the Directorate – “**DDO, Directorate of Kokborok & OML.**”

6. SUBMISSION OF BIDS (GENERAL INSTRUCTIONS):

The interested bidders should submit their bid **physically** to the Office of the Directorate Kokborok & Other Minority Languages, Shiksha Bhavan (Ground Floor), Office Lane Agartala during all working days from the 18-03-2025 at 11.00 a.m. to 5:00 pm and the bid submission will remain open up to 20-03-2025 at 4:00 p.m.

7. BID SUBMISSION PROCESS:

Tenders are to be submitted in two separate Envelopes, one in ‘**Technical Proposal (Cover-I)**’ & the other is ‘**Financial Proposal (Cover-II)**’ before the prescribed date & time. Both Technical Proposal and Financial Proposal will be submitted concurrently.

8. TECHNICAL BID SUBMISSION:

Following Documents to be submitted in the ‘**Technical Proposal (Cover-I)**’ in a sealed Envelope:

- i. Incorporation / Registration Certificate / authorized letter issued by the Head of the Organization and copy of valid empanelment certificate from Agency.
- ii. Copy of work Completion Certificates /Sanction Orders of the Government Departments/Government Organizations.
- iii. Signed and Stamped Copy of this DNIT as token of acceptance of all the terms & condition of the entire tender document.
- iv. Copy of PAN Card and GST registration letter and copies of Income Tax Return of last three years in a single file.
- v. Self-declaration Certificate on not holding any sanction/black- listing by any PSU/State or Central Government organization persisting on the last due date of receipt of tender. Any wrong declaration in this regard which comes to notice at a later date will disqualify them and the bids so received will be rejected.

9. FINANCIAL BID SUBMISSION:

Financial Proposal (Cover-II) should be submitted as per the Following Format in a Sealed envelope:

Tender Inviting Authority : Directorate of Kokborok & Other Minority Languages		
Name of work	Photography & Video Coverage, including Editing and Production of Reels for Website & Social Media	
Name of the Bidder/ Bidding Firm/ Company		
Bidders should Bid in the Following Format only		
Sl. No.	Item Description	Basic Rate Rs. P.
1.	Photography & Video Coverage, including Editing and Production of Reels for website & Social Media	
Quoted Rate (in Figure)		
Quoted Rate (in words)		
Signature & stamp of the Bidder		
