



NATIONAL MUSEUM INSTITUTE

OF HISTORY OF ART, CONSERVATION AND MUSEOLOGY
(Deemed to be University)

First Floor, National Museum Campus, Janpath, New Delhi-110011

Telephone: 011-23012988, 23019327, 23062795

Date: 06-09-2019

NOTICE INVITING QUOTATION

Sealed quotations are invited from the reputed firms who have past experience in preparing academically oriented documentary films. The theme of the proposed film shall be 'Elements of Intangible Cultural Heritage of Ladakh'. The shooting period will be of 5-7 days with eight (8) shooting hours per day at Leh under the supervision of the Department of Museology, National Museum Institute. The production of the film includes:

1. Shooting
2. Professional Script Writing
3. Voice over Recording
4. Editing
5. Mastering
6. SFX
7. VFX and other post-production processes

Specifications & Eligibility Criteria:

1. The runtime of the film shall be of 30 minutes
2. The film is to be shot on 4k format
3. Interested production companies/firms;
 - i. Shall attach the biodata of the key persons and the creative team, who will be involved in the production process of the documentary film.
 - ii. Shall be required to show their previous works undertaken in last 3 years in way of presentation, if shortlisted.
 - iii. Shall also submit the list of National/International film festival awards won for their previous works (preferably in direction), if any.
 - iv. Shall also have prior experience of film production on Indian Culture/Tourism.
 - v. Interested production companies/firms shall be required to display capability for multi-language translation.
 - vi. At least two members of the creative team, including the Director to be involved in the shooting and production process of the film shall be diploma/degree holders in direction/cinematography/editing/sound engineering/graphics and related disciplines from FTII Pune/SRFTI, Kolkata or any other Central Government institutes.

Other terms & conditions:

- A. 03 lowest shortlisted firms will be called to discuss about their equipments to be used for the shooting to see their presentation work i.e. video and hard copies, etc. after which out of these three lowest parties, found eligible to handle the shooting work of the NMI, the selected firm will be offered work order and on acceptance, an advance of 25% of the value of work order will be released.

- B. Selected firm will book the air tickets (Air India only economy class) for the team members on its own which will be reimbursed by the NMI within 10 days on submitting the dummy documentary. After finding the dummy documentary in order, 25% of advance will be released to the firm to complete the documentary in all respects.
- C. Balance 50% will be paid within 15 days from the date of submission of bill and final documentary film, complete in all respect, duly verified by the Head, Department of Museology, NMI.
- D. Following arrangements will be taken care by the NMI for the team of maximum 5-6 persons:
1. Reimbursement of Air travel expenses Delhi-Leh-Delhi.
 2. Local transportation.
 3. Accommodation (sharing basis).
- E. Expenses for all meals during the stay will be borne by the team members on their own.
- F. Interested/ reputed firms are requested to submit their quotation mentioning the cost of work, technical specifications of the shooting process/equipments, terms and conditions, etc. for the production of documentary film in a sealed envelope super scribed as **'Quotation for the Production of Documentary film for ICH Project, Department of Museology'** to the office of **Registrar, National Museum Institute, Janpath, New Delhi-110011**, latest by **16-09-2019, 05:00 pm**.

NMI reserves the right to accept/reject any or all quotations without citing any reason/notice thereof.

(REGISTRAR)