

**Ministry of External Affairs  
External Publicity & Public Diplomacy Division**

**Expression of Interest (EOI) for making documentary films**

**1. Scope of Work**

External Publicity & Public Diplomacy (XPD) Division of Ministry of External Affairs (MEA) invites proposals from eligible Filmmakers for making a documentary film on : The Ramayana- A shared culture in India and South East Asia. The film is primarily meant for foreign audience, though this will also be shown in India. It has to be made in English. Other languages if any used in the film will require English subtitles. The successful bidder will be given the work related to production of the documentary film in HD format in these versions of about 26 minutes (full version), 8 minutes abridged version and 2 minute promo version. **EOI must contain following:**

- (i) A self attested covering page on company's letter head, having full contact details and address including email and list of enclosures and indicate eligibility criteria mentioned in para 2 under which they seek to be qualified.
- (ii) **Title/Theme of the film**
- (iii) **Project synopsis (Not more than one A-4 size page)**
- (iv) **Project objectives**  
Bullet points of what your project is trying to achieve; who all are the target audience and how the message of the film is expected to connect with the audience
- (v) **Project Description**  
Detail the storyline, explain who the characters are, and the questions and topics the film will explore and how this will unfold.
- (vi) **Project methodology**  
Describe your vision and creative approach for the film. A flow chart would be appreciated. Description should include the detailed visual treatment, for example of the list of locations, or people who will be interviewed for the film. How much of the film will be based on archival footage and how much will be shot afresh? Who will provide footage?
- (vii) **Project Locations**  
Specify in which cities/countries the project will take place and why.
- (viii) **Why do you think your project is well suited to the objectives of the Ministry of External Affairs, Government of India.**

- (ix) **Total Project Cost with details as per Annexure II**
- (x) **Links to YouTube or Other video sharing websites of last two films undertaken by the film maker as per para 2 below (eligibility criteria)**
- (xi) **Profile of the film maker**

## **2. Eligibility criteria:**

Filmmakers desirous of sending their proposals should have either: (a) Made a documentary film earlier on the theme in which proposal is being sent (Copy of the film to be provided on request or mention links to YouTube or Other video sharing websites in EOI) (b) or won a National Films award (presented by Directorate of Film Festivals, Ministry of Information & Broadcasting, Government of India) for any film produced/directed earlier (c) or Made a film earlier for Ministry of External Affairs. **(Copy of the documents must be attached as per Annexure I).**

## **3. Terms and Conditions**

- (i) Mere submission of EOI, shall not confer any right whatsoever on the submitting entity.
- (ii) The EOI shall remain valid for a period of 6 months from the date of publication of EOI.
- (iii) It shall be obligatory on part of the submitting entity to furnish any further information as may be sought by MEA.
- (iv) Every page of EOI must be self attested by bidder.
- (v) Neither the issue of this invitation for EOI nor any part of its contents is to be taken as any form of commitment or acknowledgement on part of MEA to proceed with any EOI or any entity and MEA reserves the rights to annul or terminate the process or reject any EOI at anytime or stage without assigning any reason.

## **4. Evaluation procedure:**

Proposals received from filmmakers will be examined by a Film Committee of MEA. Film makers whose proposals are found acceptable will be invited to give a PowerPoint presentation of about 10 Minutes of the proposal. On the basis of proposal, budget and PowerPoint presentation, the Film Committee will recommend the most suitable

proposal for acceptance of the competent authority. Successful filmmaker will be informed of the decision. Selected filmmaker will be required to sign an agreement with the Ministry and provide bank guarantee equivalent to 30% of the contract value within 7 working days. A format of the agreement and bank guarantee is enclosed. All expenditure in making and completing the film should be included in the final cost projected or agreed.

## **5. Contact details:**

Eligible Filmmakers may please submit their proposal online clearly mentioning the name, address, Email and mobile phone number of the bidder/authorized representative. All documents as per EOI requirement shall be uploaded online through Central Public Procurement Portal Website: <http://eprocure.gov.in/eprocure/app> and no documents will be accepted offline. Last date/time for receiving the proposals is **19<sup>th</sup> October 2015** by 1730 hrs. The filmmaker or his crew should not appear in the film as anchor or in any other role.

## **6. Opening of EOI**

The proposals shall be opened as per schedule mentioned in table (important dates) at Ministry of External Affairs's office in the presence of bidder or their authorized representatives who choose to attend the opening of bids. Authorised Representative with authority letter on the letter head of bidding company duly signed by the bidder only will be allowed to attend the meeting of the Tender Committee to be held on **20<sup>th</sup> October, 2015** at 1430 hrs in Room No. 256, External Publicity & Public Diplomacy Division, Ministry of External Affairs, 2nd Floor, A-Wing, Shastri Bhawan, New Delhi for opening of bids.

Ministry of External Affairs also reserves the rights to call for additional information from the bidders.

Lima Mathew  
Publicity Officer (PAV)  
XPD Division,  
Room No. 256, A Wing,  
Shastri Bhawan  
Tel. No. 23381769  
Email: [po-xav@mea.gov.in](mailto:po-xav@mea.gov.in)

# Annexure I

Sl No	Document	Type
1.	A self contained proposal for the documentary giving all the details as mentioned in Para 1 of the EOI and clearly mentioning the eligibility criteria under which you wish to be considered for this film.	.pdf
2.	Copy/You tube link or other video sharing website link of the documentary film made earlier on the theme in which the proposal is being sent or of the film made for the Ministry of External Affairs	.pdf
3.	Copy of the National Films award presented by the Directorate of Film Festivals, Ministry of Information & Broadcasting	.pdf
4	Project Cost with details as per Annexure II of this tender document to be submitted in BoQ format online.	.pdf

## Annexure II

<b>Sl. No.</b>	<b>Item Description</b>	<b>Cost (as applicable) (Rs.)</b>
1	Research	0
2	Scripting	0
3	Camera Person	0
4	Director	0
5	Production Fee	0
6	Voice over Artist	0
7	Recce expenditure	0
8	Purchase of old footage	0
9	Line Producer	0
10	Technicians	0
11	Equipment hire charges	0
12	Artists	0
13	Travel/ Transport	0
14	Boarding	0
15	Lodging	0
16	Location hire charges	0
17	Hard Disk (Raw material)	0
18	Still Photography	0
19	Editing/ Re-Editing	0
20	Commentary writing / speaking	0
21	Music and background score	0
22	Sound design & re-recording	0
23	Motion graphics	0
24	Animation	0
25	Color correction & Pre-Mixing	0
26	Mixing & master	0
27	Miscellaneous	0
28	Others	0
	<b>Total</b>	<b>0</b>

**Annexure III**  
**Instruction to bidders**

**Instructions for Online Bid Submission:**

The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app> .

**REGISTRATION**

- 1) Bidders are required to enroll on the e-Procurement module of the Central Public Procurement Portal (URL: <https://eprocure.gov.in/eprocure/app>) by clicking on the link “**Online bidder Enrollment**” on the CPP Portal which is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

**SEARCHING FOR TENDER DOCUMENTS**

- 1) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Organization Name, Location, Date, Value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as Organization Name, Form of Contract, Location, Date, Other keywords etc. to search for a tender published on the CPP Portal.
- 2) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective ‘My

Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.

- 3) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

#### **PREPARATION OF BIDS**

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- 2) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- 3) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF/JPG formats. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 4) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use "My Space" or "Other Important Documents" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

#### **SUBMISSION OF BIDS**

- 1) Bidder should log into the site well in advance for bid submission so that they can upload the bid in time i.e. on or before the bid submission time. Bidder will be responsible for any delay due to other issues.
- 2) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- 3) Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
- 4) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the concerned official, latest by the last date of bid submission or as specified in the tender documents. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- 5) Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BoQ format with the tender document, then the same is to be downloaded and to

be filled by all the bidders. Bidders are required to download the BoQ file, open it and complete the white coloured (unprotected) cells with their respective financial quotes and other details (such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

- 6) The server time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- 7) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done. Any bid document that is uploaded to the server is subjected to symmetric encryption using a system generated symmetric key. Further this key is subjected to asymmetric encryption using buyers/bid openers public keys. Overall, the uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 8) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- 9) Upon the successful and timely submission of bids (ie after Clicking "Freeze Bid Submission" in the portal), the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- 10) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

#### **ASSISTANCE TO BIDDERS**

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 3070 2232.

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Ministry of External Affairs  
 XPD Division  
 Room No. 256, A Wing  
 Shastri Bhawan  
 New Delhi-110001.

**\*Important Dates**

In respect of the Expression Of Interest for making documentary film on: The Ramayana- A shared culture in India and South East Asia:

Reference No. K/PAV/3126/(1)/30/2015	Dated: 30.09.2015
Date of Publishing	30.09.2015 (1500 hrs)
Bid Document download start date	30.09.2015 (1500 hrs)
Clarification start date	30.09.2015 (1500 hrs)
Clarification end date	19.10.2015 (1600 hrs)
Bid Submission start date (online)	30.09.2015 (1500 hrs)
Bid Submission end date (online)	19.10.2015 (1730 hrs)
Date of opening of EOI (online)	20.10.2015 (1430 hrs)

The bids shall be submitted online only at Central Public Procurement Portal  
 Website: <http://eprocure.gov.in/eprocure/app>

Manual Bids will not be accepted.

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