

**Government of West Bengal**  
**Office of the Principal Chief Conservator of Forests &**  
**Chief Project Director**  
**West Bengal Forest and Biodiversity Conservation Project**  
**Block LB-2, Sector III, Salt Lake City, Kolkata -700106**  
**E-Mail ID- wbfbc@gmail.com, Website- www.wbfbc.org**  
**Phone: 033-23352266; Fax: 033-23352264**

**NOTICE INVITING QUOTATION**

**NIQ. NO. 1/WBFBCP-2017-18 vide no. 1263 /WBFBCP/ 25-1 dated 05.04.2017**

Sealed proposals are invited from reputed production agencies/producers for undertaking the production of documentary on various stages of creation of Hi-tech Central Nursery (including compost making) and achievements related with West Bengal Forest & Biodiversity Conservation Project.

**1. Scope of Work:-**

The work includes concept, research, script writing, cinematography shooting, editing, music & voice over for producing and delivering 15 minute documentary highlighting the various activities and achievement of WBFBC Project.

- The documentary is to be produced in both English & Bengali language.
- The technical quality of the documentary should be very high. Only HD Camera of 1080X1920 pixel to be used for making the documentary.
- The documentary should be highly compatible for telecast through Television.
- Shooting for production of the documentary should be made in various locations in consultation with the PMU. No extra cost will be provided for transportation, lodging etc.

**2. Deliverables:**

- (i) The production of film is to be completed and handed over within 30 days of issuing of work order.
- (ii) The entire unmixed and unedited version of the proposed documentary will be the property of WBFBC Project and should be delivered in HDD to the authority.
- (iii) Master copy of the edited version of the documentary should be delivered in Pen Drive.
- (iv) Copies of final scripts both in Bengali and English should be submitted both in hard & soft copy before final editing.
- (v) 20 (twenty) copies of Scratch proof DVD of final edited version of documentary should be delivered to the Authority.

2. **Payment Terms:-** 50% of the accepted rate may be released on submission of entire unmixed and unedited version of the proposed documentary. Balance 50% will be paid on satisfactory submission of deliverables as mentioned in para (iii), (iv) & (v) of the clause 2.

**3. Eligibility Criteria:-**

1. The organisation or individual should have completed a minimum three documentaries of 15-25 minutes duration.


3. The bidder should preferably have experience of working in similar assignments for production of documentaries and video serials.

The rates offered should be final including of all taxes, cost of delivery charges to this office & incidental charges (if any).

The sealed offers should only be submitted along with a forwarding letter addressed to the undersigned in his own Letter Head of the Firm/Agency. Notice Inviting Quotation Number & Date must be written in bold on the sealed envelope and submitted **on or before 12.04.2017 up to 02.00 pm.**

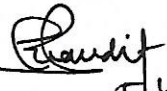
The undersigned reserves the right to reject any or all of the offers without assigning any reasons whatsoever. Moreover, participating in the Quotation process does not under any circumstances imply any commitment for work order from the undersigned.

The sealed quotation will be **opened on 12.04.2017 at 3.00 pm** in the office chamber of the undersigned.

  
Chief Conservator of Forests & 5/4/17  
Additional Project Director  
(Implementation)  
WBFC Project

Copy to Notice Board of the Office of

1. The Chief Project Director, West Bengal Forest and Biodiversity Conservation Society
2. The Principal Chief Conservator of Forests (HOFF), West Bengal

  
Chief Conservator of Forests & 5/4/17  
Additional Project Director  
(Implementation)  
WBFC Project