Notice Inviting Quotation

Department of Women & Child Development & Social Welfare, Govt of West Bengal intends to disseminate information about the process of Kanyashree Prakalpa through a short film (in full HD) of approx. 5 minutes in Bengali through a story line with real life characters. Hence sealed rate quotations are invited from bonafide agencies having experience in similar nature of production works as per scope of work mentioned below -

Pre-Production - Research, Concept Development, Scripting & Story Board.

Production - Shoot direction, HD Camera & allied equipment for Shooting & all other Technical & Creative resources required.

Post Production - Editing - Edit Script, Manpower & Facilities, Voice Over Script & Artist if required, Graphics & Animation where required, Background Music (Stock), Mixing to final Output in Master Video DVD & MP4 formats.


Specification on Credentials are given below:

- Should have a valid Trade Registration from competent authority like Trade License or Certificate of Incorporation.
- Should have a valid PAN Card.
- Should have minimum of 03(three) years of producing audio visual documents/advocacy films/non-commercial advertisement/IECs/music videos/audio jingles for the Government of West Bengal or its Flagship Programs. Exposure in working with this Department in the genre will be an added advantage.

Terms & Conditions-

- All payments will be made as per stipulated norms.
- Time frame is within 7 days of issuance of Work Order unless extended by the Department.
- The ownership of the final products will vest with this Department & the agency will claim no proprietary or intellectual rights for the same.
- The Department reserves the right to place full or part quantities of the work amongst bidders.
- The Department has the right to cancel/postpone the tender without assigning any reason or reject any offer received from any agency without intimation to the bidder.
- The decision of the Department shall remain final & binding in every matter pertaining to the assignments.

Joint Secretary, Kanyashree Prakalpa
CD, WD & Social Welfare Deptt

No. 195/SW/1B(K)-12/15
Dated, 15.01.16

Copy forwarded for information with a request to give wide publicity through office notice board to:-
1. The Secretary, WD and SW and CD Department, Bikash Bhavan, 10th Floor, Salt Lake, Sector I, Kolkata – 700 091
2. The Commissioner of Social Welfare, Salt Lake City, Sector I, Kolkata – 700 064
3. The Commissioner (Disabilities), W.B., 43, Ganesh Chandra Avenue, Kolkata – 13
4. The Director of Information, Writers Buildings, Kolkata – 1, with a request to upload the notice in the Banglar Mukhy, Official website of Government of West Bengal and also to publish in Eitnoy and Samudra newspaper.
5. The Member Secretary, WB Commission for Women, Jalasampad Bhawan, Kolkata – 91
6. Shri Bedang Biswas, Deputy Secretary with a request to upload in the Departmental Website
7. The Controller of Vagrancy, WB, Puri Bhawan, 3rd Floor, Salt Lake City, Kolkata – 700 091
8. The SDO, Bidhan Nagar, Salt Lake City, Kolkata – 91
9. The Commissioner of Police, Salt Lake Commissionerate, Salt Lake City, Kolkata - 98

Joint Secretary, Kanyashree Prakalpa
CD, WD & Social Welfare Deptt