



Call for Quotations for Making Short film/Documentary for

Shri Vishwakarma Skill University

1. Date of invitation of quotations: 23-10-2021

2. Last date of submission of quotations: 29-10-2021

Shri Vishwakarma Skill University invites sealed quotations from competent filmmaking companies/filmmakers for creation of Short film/Documentary. The quotation is required to be submitted in a sealed cover to the **Registrar, Shri Vishwakarma Skill University, plot no. #147, Sector- 44, Gurugram- 122003** as to reach the University on or before **29-10-2021** duly superscripting **“Quotation for creating Short film/Documentary.”** on the top of sealed envelope. The estimated cost for the quotation is Rs. 1 Lakh (Approx.) inclusive all taxes & other expenses.

About the Project:

Shri Vishwakarma Skill University is looking to produce **Short film/Documentary of 2-4 minutes** which highlights the various types of Skill in different fields, achievements, awards, appreciation of the University, students etc. The broad areas we intend to cover are:

- (i) Different types of skill education being provided to the students.
- (ii) Achievements and development of the University.
- (iii) Awards and appreciations.
- (iv) Role of Students in skill for Nation
- (v) Others

Scope of Work: The filmmaker/company is expected to:

1. Record/Shoot video and other footage required to produce the films.
2. Provide completed project before November 13, 2021.
3. The proposed films must be shot on full HD or 4K video cameras, DSLRs.
4. The interviews and other audio recordings must be done using lapel and shotgun microphones and zoom recorders.
5. To provide all the work related to shooting, editing, Drone shoot, scripting and other technical aspects, etc.

Technical specifications: Proposals from filmmaking companies/filmmaker **who can fulfill the above mentioned tasks (scope of work) and who qualify the following technical criteria** are

invited to send quotations:

1. The company must have at least 2 years of experience in writing, storyboarding, shooting, directing and producing documentaries/ Film and other production work.
2. Past experience of working on Short film/Documentary, Audio-Video production is must.
3. The company must have the experience of creating at least 2 films in the feature and short documentary formats etc.

Submission of quotations:

- 1 All quotations must be sent to the **Registrar, Shri Vishwakarma Skill University, plot no. #147, Sector- 44, Gurugram- 122003**. It should reach the University on or before 29-10-2021.
- 2 All quotations received after the deadline will not be considered.

Selection procedure:

1. The selection committee shall first evaluate the technical bids received from all applicants.
2. The applicants who would qualify as per technical evaluation criteria will only be considered as technically responsive. The rest would be considered technically non-responsive and would be dropped from the list.
3. The final selection shall be done on the lower quotation basis.
4. The decision of the SVSU Committee will be final

Sd/
Registrar