

## **EXPRESSION OF INTEREST (EOI)**

Expression of Interest (EOI) from reputed and high quality production Agencies/ Firms with experience of film production specially for working in Government projects are preferred, to engage as agency to document and produce Audio-Video films of 3-5 minutes and 30 minutes of all the projects to be covered under Rashtriya Uchchatar Shiksha Abhiyan (RUSA) in Meghalaya or as required by the office of the State Project Directorate (RUSA) Meghalaya.

- Interested agencies/ firms may submit their EOI along with their respective profiles, relevant documents and CD show-reel of latest work undertaken to the State Project Directorate, RUSA with a security deposit (2% of the quoted amount) in favor of “State Higher Education Council (SHEC), Shillong” Meghalaya, on or before the 25<sup>th</sup> August, 2017.
- Interested agencies/ producers may submit their bids proposal separately in two sealed envelopes consisting of a ‘Technical Bid’ and a ‘Financial bid’.
- A committee shall examine the show-reel and bids proposal and recommend and empanel a firm/ producer.
- Interested Firm/ Agencies must fulfill the following criteria to apply for the project.
  - a) Must be registered with respective authorities to execute/ implement the work as mentioned above.
  - b) Must be GST/ Service tax compliant with GST number as per the rules of the Central Government w.e.f 1<sup>st</sup> July, 2017.
  - c) Trade License from Khasi Hills Autonomous District Council (KHADC), for Non-Tribal. However tribal candidates must submit the tribal certificate.
  - d) Financial statement/ Solvency certificate of the agency duly certified by a Chartered Accountant with minimum annual turnover of 30 Lakhs or more for last 3 years.
  - e) Professional tax clearance certificate from KHADC.
  - f) Copy of work order/s document etc. to prove that the agency has executed similar kind of work in the past.
  - g) Those during business in municipality area must provide trade license from municipality as well as KHADC.

- h) Affidavit declaring that the agency/ company have not been blacklisted by the Government agency or there is no criminal case pending in court against the agency/ firm.
- i) The application with mentioned documents should be attached with a court fee stamp of Rs.1000

• Scope of work

- a) Documentary film of 3-5 minutes & 30 minutes which includes:
  - Pre-production
  - Production and
  - Post-production
- b) Submission of relevant Audio-Video in a respective format, which will be in full HD (High Definition).
- c) Time line will be as and when required by the Office for a period of one year.
- d) The project covers entire Meghalaya and shoot has to be done at various locations in Meghalaya.
- e) All the expenses for the travelling, equipments, crews etc. has to be borne by the implementing agency.
- f) Final product should be in full HD.

Sd/-

**Shri. D. P. Wahlang, I.A.S**  
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