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Government of Odisha  
Tourism Department



ଓଡ଼ିଶା ପର୍ଯ୍ୟଟନ  
ପର୍ଯ୍ୟଟନ ଭବନ, ଲୁଇସ ରୋଡ୍,  
ଭୁବନେଶ୍ୱର-୭୫୧୦୧୪

No. 6920 / TSM, Bhubaneswar, Dated 26.08.22  
TCT-TSP-EM-0017-2022

### Request for Quotation (RFQ)

### Selection of an Agency for TVC production of Panthanivas Bhubaneswar and Panthanivas Puri.

#### 1. Objective

Dept. of Tourism, Govt. of Odisha invites reputed video shooting agency(s) with in-house capabilities to produce 4K quality TVCs to submit a quotation shooting, editing and production of 4K resolution TVCs of Panthanivas Bhubaneswar and Panthanivas, Puri.

The videos must creatively highlight facilities of Panthanivas, which provides one stop travel solution, luxury and comfort to the tourists visiting Bhubaneswar and Puri. The videos should clearly convey the message that Panthanivas is the best in terms of comfortable stay as well as delectable food. The assignment should cover videos of property including but not limited to all categories of rooms and its amenities, common areas such as lobby, reception, restaurant and dining areas, bar, café & bakery, conference room, parking area, lawn, kitchen, cuisines etc.

#### 2. Scope of Work

The scope of work for the assignment is elaborated below:

- 2.1. Video post-production services should include non-linear editing and post-production finishing.
- 2.2. Every deliverable will require to conform to the Brand Guidelines that will be issued by the Department along with the assignment Work Order.
- 2.3. Editing Services: Non-linear editing capable of importing and exporting standard definition digital (SDI) video, analog (component) SD video, high definition (SDI-HD) video and HD video files. The editing and motion graphic personnel must be proficient with experiences in providing professional, commercial and industrial postproduction services.
- 2.4. The post-production shall include intro, tilting, camera transitions, music, voiceover, text supers based on the requirement.

<b>Key Deliverables:</b>		
<b>Property</b>	<b>Number of 4K Edited Videos</b>	<b>Timeline</b>
Panthanivas Bhubaneswar	<ul style="list-style-type: none"> <li>• 60 second master TVC (1 no.)</li> <li>• 30 second edit (1 no.)</li> <li>• 10 Second edit (1 no.)</li> </ul>	T+15 days
Panthanivas Puri	<ul style="list-style-type: none"> <li>• 60 second master TVC (1 no.)</li> <li>• 30 second edit (1 no.)</li> <li>• 10 Second edit (1 no.)</li> </ul>	T+15 days

*Note:* 1. All edited videos should include the raw footages as well.

2. Format of submission of edited videos; – mov/ mp4/avi.

3. “T” is date of issuance of Letter of Award (LoA).

4. The selected agency shall not use any pre-existing photos / videos available for this assignment.

5. The videos shall be finalised subject to approval by DoT.

6. DoT reserves the rights to cancel / terminate the assignment anytime without prior notice.

7. All edited videos and raw footages will be the sole property of Department of Tourism (DoT).

### **3. Payment Terms**

Payment will be made after submission of all the deliverables subject to approval of the deliverables by DoT.

### **4. Liability**

DoT in any case shall not pay beyond the lumpsum quoted financial amount by the selected agency.

## 5. Penalty

For each day of delay, penalty of INR 3,000 shall be charged by DoT.

## 6. Termination and Blacklisting for Non-performance

DoT reserves the right to terminate the assignment and blacklist the agency in case of non-performance.

## 7. Minimum Eligibility Criteria

7.1. Agency must be a registered firm with minimum 5 years of incorporation. Certificate of incorporation / MSME Certificate / GST Certificate and PAN details to be furnished.

7.2. Agency must have successfully completed minimum 2 similar projects in last 5 years for promotion of hotels / heritage buildings / resorts / restaurants etc. for any Govt. Organization / Private Entities. Copies of work-order to be furnished.

7.3. Applicant must provide an undertaking that they have not been blacklisted in the past 3 years by any Central Government/ State Government/ Agencies, etc.

Only those bids which satisfy the above eligibility criteria shall be eligible for opening of financial quotations.

## 8. Application Process

The application shall be submitted on / before 8<sup>th</sup> September 2022 by 1600 Hours (application received after prescribed deadline will be rejected), in one big cover envelope comprising of Envelope – 1 and 2 with the RFQ name superscribed as:

**“Request for Quotation (RFQ) for Selection of an Agency for Video Shoot of Panthanivas Bhubaneswar and Panthanivas Puri.”**

8.1. **Envelope – 1 (Technical Proposal):** The documents sufficing the minimum eligibility criteria and cover letter as per Annexure - 1.

8.2. **Envelope – 2 (Financial Quotation):** The applicants are requested to submit the financial quotation (on lumpsum basis) in INR (exclusive of applicable GST) as per Annexure – 2.

8.3. The application shall be addressed to below mentioned:

**The Director  
Department of Tourism  
Paryatan Bhawan, Museum Campus  
Lewis Road, Bhubaneswar - 751014, Odisha**

The applicants are requested to submit the quotation in INR exclusive of applicable GST (in one sealed envelope) and the documents sufficing the minimum eligibility criteria separately (in a separate envelope). Both the envelopes shall be sealed in one single envelope and addressed to Director, Tourism with the RFQ name as superscript.



## 9. Selection Process

- 9.1. Financial quotations of the technically eligible agencies only shall be opened.
- 9.2. One agency shall be selected under L1 method and procedures described in this RFQ. The agency quoting the lowest financial bid will be the preferred bidder and will be invited for negotiations with Department.
- 9.3. In case the preferred bidder does not accept the terms of the LoA / work order / negotiations / backs out, the next higher bidder (L2) will be invited for negotiation and so on.
- 9.4. Department of Tourism reserves the right to accept or reject the quotation with any obligation or liability of any bidder and cancel tender process at any stage without giving any further explanation.

  
**Director Tourism**

## **ANNEXURE 1 – COVER LETTER**

(To be submitted on letter head of the applicant duly signed by authorized signatory)

**Date:**

**The Director  
Department of Tourism  
Paryatan Bhawan, Museum Campus  
Lewis Road, Bhubaneswar - 751014, Odisha**

**Subject: Request for Quotation (RFQ) for Selection of an Agency for Video Shoot of Panthanivas Bhubaneswar and Panthanivas Puri.**

Sir,

We have examined in detail and have understood the terms and conditions stipulated for eligibility of the applicant in the document issued by DoT.

We agree and undertake to abide by all these terms and conditions as per the RFQ. We hereby submit all the necessary information and relevant documents. We undertake, if our application is accepted, to deliver services as specified in the document.

We understand that DoT reserves the right to reject any application without assigning any reason thereof.

Yours faithfully,

Signature of Authorized Person and seal

Name and Designation

Name of the Company

## ANNEXURE 2 - FINANCIAL PROPOSAL

(To be submitted on letter head of the applicant duly signed by authorized signatory

**Date:**

To  
The Director  
Department of Tourism  
Paryatan Bhawan, Museum Campus  
Lewis Road, Bhubaneswar - 751014, Odisha

**Sub: Financial Quotation for Request for Quotation (RFQ) Selection of an Agency for Video Shoot of Panthanivas Bhubaneswar and Panthanivas Puri.**

We, the undersigned, offer to provide the services for the above scope of services in accordance with RFQ.

Our total Financial Quote is as given below.

Financial Quote	Figure (in INR)	In Words
Lumpsum (exclusive of GST)		

This Financial quotation covers remuneration for all personnel cost, all incidental manpower expenses, out of pocket expenses, travel and logistics expenses etc.  
The Financial quotation is without any condition.

**Yours Faithfully,**

**Signature of Authorized Person and seal**

**Name & designation:**