NORTHEAST FRONTIER RAILWAY

**Expression of Interest**

**For**

**Production of a Documentary Film and**

**a Promotional Film**

**on Darjeeling Himalayan Railway**

Notice No. PR/D/2/Documentary Film/DHR

Date:08-11-2018

EoI will be received up to: 13.00 hrs of 07-12-2018

EoI will be opened at: 16.00 hrs of 07-12-2018

**Issued by:**

Chief Public Relations Officer

Northeast Frontier Railway

Maligaon, Guwahati – 781011

**Issued to:**

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**Expression of Interest**

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**a Promotional Film**

**on Darjeeling Himalayan Railway**

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| --- | --- |
| **Expression of Interest Notice No.** | PR/D/2/Documentary Film/DHR  Date: |
| **Cost of EoI document** | Rs. 500/- (rupees five hundred) payable to FA&CAO, N. F. Railway in the form of demand draft drawn at Guwahati branch of any nationalised bank of India |
| **Submission of EoI document \*** | Up to 13.00 hrs of 07-12-2018 |
| **Opening of EoI document** | At 16.00 hrs of 07-12-2018 |
| **Validity of Offer** | 60 days |

\* There will be a box available in the office of the Chief Public Relations Officer for dropping of EoI till the end of dropping time.

**Note:**

EoI document can also be sent by post ensuring that it reaches the Chief Public Relations Officer before the closing time for EoI (i.e. 13.00 hrs of 07-12-2018

EoI documents downloaded from website should accompany Rs. 500/- as cost of the EoI in the form of a demand draft drawn at Guwahati branch of any nationalised bank of India payable to FA & CAO, N. F. Railway.

**LETTER OF RESPONSE**

EoI Notice No : PR/D/2/Documentary Film/DHR dated.......

Name of the work : Production of a Documentary Film and a Promotional Film on Darjeeling Himalayan Railway

To,

Chief Public Relations Officer

Northeast Frontier Railway

Maligaon, Guwahati – 781011

1. I/We..........................................................., offer the following information in response to the Expression of Interest sought vide your Notice No. referred to above.

2. I/We are duly authorised to represent and act on behalf of ........................................... (the respondent)

3. I/We have examined the EoI document and have no reservations.

4. I/We are submitting the details of the proposed work as under.

a) Technical specifications

b) Non-technical specifications

c) Estimate / cost of the work

d) Other details (additional sheets may be attached)

5. I/We have attached the following documents with this letter as required

a) Details of the firm/ agency as per **Annexure – I**

b) List of similar works completed as per proforma given in **Annexure - II**

c) Turnover Certificate in **Annexure – III**

d) Self-attested copy of Permanent Account Number (**PAN**) issued by Income Tax Department.

6. I/We undertake that the above information provided are completely true.

7. Our response is valid till ...................

Date: (Signature of authorised signatory)

**BACKGROUND & TERMS AND CONDITIONS**

**OF EXPRESSION OF INTEREST**

1. BACKGROUND & OBJECTIVES OF PRODUCING THE FILMS
2. Darjeeling Himalayan Railway is a narrow-gauge railway system under Northeast Frontier Railway constructed in 1881. The railway has been inscribed as World Heritage Site by UNESCO in 1999. This railway is a major national and international tourist attraction.
3. Indian Railway has taken various steps for conservation and maintenance of heritage of Darjeeling Himalayan Railway. Steps have also been taken to make this railway sustainable and profitable.
4. Northeast Frontier Railway intends to showcase this unique heritage railway for attracting more tourists and for documenting the heritage for posterity. The proposed documentary will be screened among national and international tourists, rail enthusiasts and dignitaries and will be a tool for marketing Darjeeling Himalayan Railway.
5. PURPOSE OF THIS ASSIGNMENT :

Northeast Frontier Railway wishes to produce a 30-minute documentary film and one 60-second promotional film on the Darjeeling Himalayan Railway, its unique heritage and its tourist attractions to attract more national and international tourists.

For the above purpose, Expression of Interest is invited from firms having technical capacities and experience in production of films on topics related to tourism, heritage, culture, environment, conservation etc.

The 30minute documentary film of 30 minutes duration will capture the overall essence of Darjeeling Himalayan Railway, its heritage and its characteristics for presenting its as a tourist attraction to both domestic and international tourists. The film will capture the different aspects of the hill railway, its surroundings, people and habitats associated with it, its stakeholders and its working.

One smaller promotional film of 60 seconds duration highlighting the unique selling proposition of Darjeeling Himalayan Railway. This will have to serve dual purpose of being a teaser for the documentary and an advertisement for attracting tourists.

All the above films should be in high definition format captured with latest professional tools and technology and suitable for viewing on big screen as well as through personal computers, internet, mobile, Twitter, YouTube and other social media platforms.

1. OUTPUT AND DELIVERABLES:

* Detail research, outline and script writing and discussions with NF Railway representative.
* Scheduling of execution.
* Presentation of the script for approval before filming.
* Shooting the documentary films in the field.
* Presentation of draft version of the films to NF Railway.
* Incorporation of any suggested changes.
* Final version submission and acceptance.
* The language of the Documentary films will be in English with provisions for dubbing in other regional languages at later stage

1. TERMS AND CONDITIONS:

1. Offer sheet of the EoI document shall be signed and stamped at every page

2. The EoI document may be submitted in a sealed cover super scribed “CPRO, EoI - PR/D/2/Documentary Film/DHR” and dropped in the box specifically kept for the purpose in the office of the Chief public Relations Officer, N. F. Railway HQ, Maligaon, Guwahati -781011.

3. EoI document sent by post should reach the office of the Chief Public Relations Officer by 13.00 hrs of 26-11-2018

4. Detailed technical and non-technical specifications to be enclosed with the EoI as per the list in item 4 of the response letter.

5. List of Technical personnel to be associated along with their credential, experience, qualification etc. to be enclosed with EoI

6. List of equipment to be used to be enclosed with EoI.

7. Detailed estimate for the work should be enclosed with the EoI document as per list in item 4 of the response letter.

8. The offer should clearly mention time required for execution of the work along with assistance required from N. F. Railway, if any, and details of such assistance.

7. On the basis of the EoI, firms / agencies may be called for discussion or presentation.

8. Acceptance of EoI shall not confer any right on the selected firm / agency for allotment of the work. A separate process will be initiated for selection of firm / agency for execution of the work.

9. Non-compliance with any of the conditions set herein is liable to result in the offer being rejected.

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**ANNEXURE - I**

**DETAILS OF THE FIRM / AGENCY**

|  |  |  |
| --- | --- | --- |
| 1. | Name of the firm / agency |  |
| 2. | Address of the Registered office |  |
| 3. | Type of firm / agency & business activities (whether sole proprietorship, partnership, joint venture or limited company) |  |
| 4. | Bank account details of the firm / agency (Account No., Name of Bank, address of the bank, MICR & IFSC code etc. to facilitate electronic payment) |  |
| 5 | Details of PAN of the firm / agency |  |
| 6 | Accreditation of the firm (if any) |  |

**ANNEXURE - II**

**DETAILS OF SIMILAR WORKS COMPLETED**

|  |  |  |
| --- | --- | --- |
| 1. | Name of the work |  |
| 2. | Name of the organization for whom the work was completed |  |
| 3. | Contract agreement No. and date |  |
| 4. | Original value of the contract agreement |  |
| 5. | Final value of the contract completed |  |
| 6. | Payment received till opening of present offer (present EoI) |  |
| 7. | Date of contract awarded |  |
| 8. | Date of actual completion |  |
| 9. | Principal feature of the work in brief |  |

**Note:**

(1) The above details should be given only for work which have been completed in all respect.

(2) A copy of certificate issued by the organization for whom the work carried out should be attached

(3) One sheet in the above format should be used for one work. Use additional sheet for each of the additional work completed

**ANNEXURE - III**

**TERNOVER CERTIFICATE**

**(TO BE SUBMITTED ON THE LETTER HAED OF CHARTERED ACCOUNTANT)**

**To,**

**The Chief Public Relations Officer**

**N. F. Railway, Maligaon, Guwahati -11 Date:**

Sub: Turnover certificate

This is to certify that the turnover of M/s ........................................................ (name of the firm /agency) during the current financial year and preceding three financial years as extracted from audited balance sheet are as under:

|  |  |  |
| --- | --- | --- |
| **SN** | **Financial year** | **Contractual Receipts** |
| 1. | Current year (say A) |  |
| 2. | A-1 |  |
| 3. | A-2 |  |
| 4. | A-3 |  |

Signature and seal