

GIRI INSTITUTE OF DEVELOPMENT STUDIES

Sector O, Aliganj Housing Scheme, Lucknow 226024

Phone No. 0522-4001615, 4001667

Website: <http://gids.org.in>

GST No. 09AAAAG0162G1Z3

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Notice

(Hiring the services of Consultant)

Applications/Quotations are invited for hiring the services of a consultant for making documentary film on Fifty Years of the Giri Institute of Development Studies. The consultant will provide all kinds of technical support, including cinematography, editing, and sound mixing, to the Institute. The work Details are as follows:

1. **Background & Project Description:**

Giri Institute of Development Studies (GIDS) was among the Institutes of National Importance established in several states in the 1970s to provide social science support to Central and State governments. The Institute has completed 50 years. A documentary film is proposed to record the Institute's journey and achievements on this occasion. This task would be accomplished primarily based on interviews with the persons acquainted with the history, site visits and presentation of documents.

2. **Scope of Work:**

Objective: The assignment would have the following objectives:

- (i) Capturing good quality high-resolution videos and interviews of eminent persons from Lucknow, New Delhi, Dehradun and Almora.
- (ii) Editing, sound mixing, and finalization of the documentary film in three duration formats, 60 mins, 30 mins and 10 mins.

3. **Required Expertise:**

- (i) The Consultant should be an expert in cinematography, editing and sound mixing. S/He must have produced at least three previously completed works supporting the claim.
- (ii) The Consultant should possess prior experience in making documentaries on social issues. S/He must produce at least three previously completed works supporting the claim.
- (iii) The Consultant must own high-quality and latest technology cinematography equipment like a mirrorless camera and access to editing software.

4. **The Schedule of Indoor and Outdoor Shooting:**

- (i) Shooting for the documentary film will involve a number of days of shooting as indicated below-
 - (a) Lucknow- 10 days
 - (b) New Delhi- 3 days
 - (c) Dehradun- 2 days
 - (d) Almora- 2 days
- (ii) The number of days given above does not include travel time. The recording of the commentary for the voice-over will take another two weeks.
- (iii) The assignment will have to be completed within four months of the award.

5. **Deliverables:**

- (i) Finished documentary film in three duration formats as indicated in point (2) (a).
- (ii) All raw footage in a hard drive.

6. **Process of Award of Consultancy:**

The Institute will adopt a two-step process for the selection of the consultant, which are as follows:

(i) **Technical Bid :**

This step of the selection process will examine the candidate's expertise as given in point (3) of this document. Technical bids should be sent in a separate envelope.

(ii) **Financial Bid (those who qualify for technical bids will be opened):**

- (a) The financial bid shall contain the total cost to the Institute for providing services as given in points (2) and (4) of this document.
- (b) The financial bid should be submitted in a separate envelope.
- (c) The Institute shall pay only the consolidated cost proposed by the successful candidate.
- (d) The bidder will have to mention the cost of all things, which are as follows:

S. No.	Description	Amount
1.	Professional fees	
2.	Equipment rent	
3.	Travel costs	
4.	Boarding, and lodging outside Lucknow	
5.	Any other	
	TOTAL	

7. **Payment Schedule:**

The total consolidated cost of the consultancy shall be paid in **40:40:20 modes**.

First Installment (40%): At the beginning of the assignment.

Second Installment (40%): After completion of the shooting.

Third (20%): After successfully sending the deliverables as given in point (5).

8. **Other Points to Remember:**

- (i) The institute reserves all rights to accept or reject any quotation without assigning any reason(s).
- (ii) If the consultant receives assistance from another person, the consultant will pay him/her from his/her account.
- (iii) The institute shall pay only the consolidated cost proposed by the candidate. No request regarding escalation of cost shall be entertained at a later stage.

The interested parties are requested to send their sealed quotation duly typed '**Application for services of Consultant for making documentary film**' on the envelop, address to the Director, Giri Institute of Development Studies, Sector –O, Aliganj, Lucknow – 226024 on or before 26th October 2023. For further inquiry, if any, may contact to the Institute during office hours.

DIRECTOR
Giri Institute of Development Studies
Lucknow