

**STATE COUNCIL OF EDUCATIONAL RESEARCH & TRAINING**  
*(An Autonomous Organisation of Education Department of Govt. of NCT of Delhi)*  
**VARUN MARG, DEFENCE COLONY, NEW DELHI-110024**

**Expression of Interest for Making Documentary Film**

**INTRODUCTION:**

Established in 1988, SCERT, Delhi is an autonomous body providing academic resource support to the Directorate of Education and the Education Departments of MCDs, NDMC and Cantonment Board so as to achieve overall improvement in the quality of school education in Delhi. The SCERT support is available through various programmes which include continuing education of teachers, development of appropriate material for teachers and students and undertaking research studies on the problems related to school education in Delhi.

2. It has been providing academic support to the Directorate of Education, GNCTD in formulation of policies and planning procedures. Its other functions are development of curricular material of various types viz. text books, supplementary material, teachers handbooks, manuals, modules, audio and visual media etc. Over the past three decades, SCERT Delhi has made significant contributions in the area of school education in general and teacher education in particular. It has been performing a pioneering role in the area of pre-service (D.El.Ed) and in-service training of teachers and other education stakeholders.

3. SCERT intends to hire a production company/production house for production of a documentary film, of the duration of 60 Minutes. The scope of work is as under:-

**4. SCOPE OF WORK & SERVICES:**

The vendor shall be required to accomplish the work of documentary film preparation as under:-

1. A documentary Film of duration of one hour on major and minor crafts practiced in districts (namely Chandigarh, Patiala , Sangrur, Mansa , Bhatinda , Muktsar, Moga, Amritsar, Jalandhar, Ludhiana, Tarantaran, Nakodar,etc.) of Punjab is to be prepared.

**Major crafts include:** Phulkari, Jutti Making, Dari and Carpet Making.

**Minor crafts include:** Nala Making, Wooden Toy Making, Chess Board & Chess Man Making, Manji Making, Brass Utensil Making, Musical Instruments Making etc.

2. The vendor is required to visit all the above Ten districts of Punjab, to cover all local areas and villages where craft persons, local small scale and handicraft industries are found in the Punjab.
3. This documentary must be prepared under observation and with consultation of the coordinator of the project. Work progress must be shared daily with the competent authority (coordinator of the project).
4. This documentary must cover the institutions and craft persons engaged in different crafts in different districts of Punjab as listed above, the cost of travelling and other incidental expenses and logistics shall be borne by the vendor. SCERT shall not pay any additional funds on this account.
5. It must be projected in such manner that young generation can get exposure of these skills. Also they can be motivated for adopting these skills/crafts so that the dying crafts can be revived to their old flourishing status.
6. It must cover craft institutions and educational institutions working towards preserving the dying crafts of Punjab.
7. The coordinator with our team has compiled the list of crafts persons with their areas and places of work. We have completed the work of region wise crafts mapping of craft persons and institutions as for groundwork of this documentary which will be used as basis for this documentary.
8. The coordinator with our team have done region wise mapping and compiled the list of crafts persons with their areas and place of work for groundwork of this documentary, which will be used as basis for making of this documentary.
9. The entire cycle of the work preparation of the documentary film is to be completed for delivery in maximum 20 days from the date of the issue of award of the contract.

5. **ELIGIBILITY CRITERIA:**

- a) The Company should have been in existence for a minimum of five years, experience in documentary film/Film Making.
- b) The Company should have experience of making at least three short films/films/TV shows/documentary films of either State or National or Private sector..
- c) The Company should have a well-trained in-house production team. It should have technical and managerial capability in the following domains i.e. project management, technology, content, and human resources to undertake the assignment.

- d) The tenderer should have a minimum average annual turnover of Rs.20 lakhs for the last three consecutive years. Copies of three Years' Annual Accounts for Financial Year 2018-19 & 2019-20,2020-2021 showing annual turnover of each year.
- e) The prospective vendor must be a Registered, Partnership Firm/Proprietary Firm/ Company incorporated under Companies Act having valid GST Registration and Valid TAN/PAN etc.
- f) The bidder must have not been blacklisted by any Govt. agency since its inception.

6. **ESTIMATED COST OF CONTRACT**:Rs.25,00,000/- plus tax/GST as applicable ( Rs. Twenty five Lakh plus tax/GST as applicable).

Interested film/ documentary production agencies/houses who wish to undertake the above work are requested to send their consent in the enclosed Performa **(Annexure-A)** latest by **26.02.2022** on a dedicated email **workeducationscert@gmail.com** or in person in the office of Director, SCERT, SCERT Bhawan, Varun Marg, Defence Colony, New Delhi-110024.

**Annexure-A**

**To be submitted on Vendor's Letter Head**

To  
The Director,  
SCERT, Varun Marg,  
Defence Colony,  
New Delhi-110024

Sub:- Expression of Interest for making Documentary Film.

Sir,

With reference to the SCERT RPF available in the SCERT Website, on the above subject, We wish to express our interest for the same. Our particulars are as under:-

S.No.	Particulars	Information to be furnished by prospective vendor
1.	Name of the Partnership Firm/Proprietary Firm/ Company incorporated under Companies Act	
2.	Registration Certificate of Partnership Firm/Proprietary Firm/ Company incorporated under Companies Act	
3.	Complete Postal Address and Contact Numbers	
4.	GST Registration Certificate number	
5.	TAN/PAN Number	
6.	Email Address:	

We also certify that we meets all the eligibility criteria laid down in your Expression of Interest Notice. Kindly provide us an opportunity to serve.

Thanks

(Yours faithfully)

Dated:-

Signature of Authorized Signatory\_\_\_\_\_

Name of Authorized Signatory\_\_\_\_\_

Seal of the Partnership Firm/Proprietary Firm/ Company incorporated under Companies Act

