



উত্তরবঙ্গ কৃষি বিশ্ববিদ্যালয়
পুন্ডিবাড়ী, কোচবিহার, পশ্চিমবঙ্গ- ৭৩৬১৬৫

UTTAR BANGA KRISHI VISWAVIDYALAYA

P.O. PUNDIBARI, DIST. COOCH BEHAR, WEST BENGAL- 736165

প্রফেসার প্রদ্যুৎ কুমার পাল
নিয়ামক (ভারপ্রাপ্ত)
Prof. Prodyut Kr. Paul
Registrar (Acting)

ইমেল/E-mail: registrarubkv@gmail.com
ওয়েবসাইট/Website: www.ubkv.ac.in

Ref. No. UBKV/Est. (T&P-02)/EOI-03/2024-25/2nd Call

Date: 09/01/2025

EXPRESSION OF INTEREST (EOI)

Expression of Interest (EOI) is hereby invited from reputed, bona-fide and award-winning eminent film making producers/Filmmakers for **production of documentary film** who have at least 10 years' experience in making agro-extension related films for Government of India/or for any State Government department or State aided University. Preference would be given to the producer/filmmaker made at least 05 films on Agricultural issues for ICAR/Ministry of Agriculture, GOI or for any State Government departments with at least 02 films for any University/ Educational Institutions.

Last date for submission of expression of interest	22/01/2025 before 5.30 P. M
Opening of expression of interest (EOI)	24/01/2025 at 2.30 P.M.
Date & Place of expression for presentation	24/01/2025 at 2.30 P.M.in the Conference Hall in Administrative Block, UBKV Pundibari.
Initiation of tender process	Would be notified in due course
Last date for submission of financial bid against the Tender process	Would be notified in due course
Amount to be deposited as EMD	Rs. 8,750.00(Rupees Eight thousand seven hundred fifty) only by means of D/D in favor of Uttar Banga Krishi Viswavidyalaya from any Indian Commercial Bank payable at Cooch Behar.
Opening of the Financial bid of the tender process	Would be notified in due course
Successful bidder	Would be determined on lowest quoted price and terms & conditions to be imposed during tender process

1. Eligibility Criteria: The participant should satisfy the University authority by submitting application with the following self-attested documents: -

- Copy of Valid Trade License
- Copy of G.S.T. Registration with latest Tax-paid clearance Certificate.
- Copy of AADHAAR Linked PAN Card
- Copy of AADHAAR Card (If applicable)
- Copy of P-Tax Registration with latest Tax-paid clearance Certificate.
- Copy of Certificate of authorization from film association.
- Experience of providing similar services.

The intending participant should produce credentials of rendering similar nature of services in at least two reputed Universities/ Govt. or Semi Govt. organization/ Hospitals/ Statutory or Autonomous Bodies for two years.

2. Service to be provided by the Agency:

- The successful bidder has to Produce documentary films on the subject **"Uttar Banga Krishi Viswavidyalaya-Research endeavors"** in UBKV Campus Pundibari, Balurghat, Kalimpong, Manikchak, Kharibari and wherever necessary.
- Any liquidated damage if incurred by the Agency during work in any manner shall be compensated by the Agency appropriately.

3. Details of the project are given below on which the film-maker should base their proposals:

a. Language: English/or Bengali.

b. Duration to be made in following versions: for Films: 15 min.

The film should have separate promo version ready for release short clips of individual of film for use on social media, TV fillers etc.

c. Format: Preferably in 4K/Ultra HD Format.

Target audience: Students, Teacher, Researchers, Policy makers, Entrepreneurs, Farmers and general audience (National & International).

Treatment & Storyline should be fast paced, engaging to watch, cohesive and creatively presented.

Narration or anchor driven approach may be chosen without long monologues with high quality professional narrator.

4. The validity of the EOI shall be for a period of 120 days from the last date of submission.

5. Site inspection before submission of EOI: Before submission of EOI, the intending Bidder may visit the actual site at Pundibari Campus to understand the nature and scope of work with prior intimation to UBKV authority and contact Dr. Somnath Mandal, Assistant Professor, Department of Biochemistry, Faculty of Agriculture for clarification of any issues in respect of services required. **Contact No. (m) 96793 53881**

6. The application must be accompanied with rough estimates of the proposed work.

7. The participants will have to remain present in an interaction meeting for an online presentation of 30 minutes (20 minutes presentation and 10 minutes for discussion) about the credentials of the vendor(s) with their creative ideas on the said work in any pre-fixed date with the University authority on the scheduled date and time of opening of EOI.

8. Award of contract: After the Process of EOI, the UBKV authority will invite limited NIT for the said job and UBKV will award the contract of service to the Agency whose bid would be lowest, responsive, complete and in accordance with the requirement.

9. Signing of Agreement: UBKV shall prepare the Agreement duly incorporating all the terms and conditions of Agreement between UBKV and Successful Bidder. The successful bidder will be required to execute the Agreement on a Non-Judicial Stamp paper within 15 days from the date of issue of the Letter of Award.

10. Performance security: It is meant for the expectation of accuracy of the job. The successful bidder would be asked for acceptance and to submit the performance security @10% of the contract value in the form of DD/BG from any Indian Commercial Bank in favor of **Uttar Banga Krishi Viswavidyalaya** payable at Cooch Behar. The same would be released without any accrued interest after successful completion of the services. **Failing of which the security deposit shall be liable to be forfeited.** The vendor's positive response will commence further for issuing work order by the Competent Authority of the University.

11. UBKV's right to Accept/Reject any or all offers: UBKV reserved the right to accept or reject any offer and to annul the process and rejects all offers, at any time prior to award of contract without thereby incurring any liability to the effected applicants.

12. The application for engagement of Service providing Agency is to be sent to the office of the undersigned super scribing on the top of the envelop "EOI-for Engagement of Service Providing Agency for Producing Documentary Films".

Address

The Registrar

Uttar Banga Krishi Viswavidyalaya

Pundibari, Cooch Behar

Pin-736 165

Sd/-
Registrar (Actg.)