**Chhatrapati Shivaji Maharaj Vastu Sangrahalaya**159-161 Mahatma Gandhi Road,  
Fort, Mumbai - 400023  
Maharashtra, India.

Tender No.CSMVS/**E159**/2022-23 October 28, 2022

**TENDER NOTICE – E159 - Production of Documentary Films**

Chhatrapati Shivaji Maharaj Vastu Sangrahalaya, Mumbai is a premier museum located in Mumbai. In 2022-23 it wishes to create two new galleries, namely a Buddhist Art Gallery and a Gallery on Mumbai.

In this regard, it wishes to ensure that the displays are informative through audio-visual means for its visitors. The plan is to create multiple 2-minute and 10-minute films/documentaries on specific aspects of the themes.

In this connection, CSMVS intends to invite technical and financial proposals from experienced and reputed film makers.

**BRIEF SCOPE OF WORK:**

1. Scripting, storyboarding, production, editing and formatting of up to 8 films of duration 2 minutes and 4 films of duration 10 minutes. Films may need basic animation, subtitles and graphics as well.
2. Interaction with the CSMVS research and curatorial team to understand the scope and narrative of each film.
3. The proposed documentaries will need filming prominent sites and monuments in India, as well as interviews of urban communities in Mumbai.
4. The films may require conducting interviews of important persons related to the theme or the project.
5. The Filmmaker should have a keen eye on documenting various socio-cultural and artistic practices of India.
6. These documentaries will run on TV screens in the gallery and will also be uploaded on the website with an interactive storytelling webpage design. Eligible documentary filmmakers can send their quotes to produce the film as mentioned in the Financial Proposal.
7. The films for the Buddhist Art Gallery will be completed by 28 Feb 2023 and the films for the Mumbai gallery will be completed by 30 Oct 2023. Work on the films for both galleries will continue simultaneously.

**ELIGIBILITY:**

1. The Filmmaker should be an Indian partnership firm/company/proprietorship.
2. The applicant should have at least 10 years of experience in the field.
3. Preference will be given to applicants who have worked for museums, educational organizations, NGOs, etc.
4. Applicants based in Mumbai will be preferred.
5. The principal applicant should have a valid degree in mass media or animation design. The team should have a qualified filmmaker, sound engineer, and editor with requisite knowledge and experience in relevant software and technologies.

**LIST OF DOCUMENTS REQUIRED:**

1. Covering letter with details of Company Registration or proprietorship as applicable, Contact person name, designation, contact number, e-mail id, PAN No. of the company, GST no. on Company letterhead.
2. Full profile/CV of the film-maker, experience, list of important past clients, project completion certificates, letters of appreciation and awards.
3. Full details of team
4. Qualifications of the principal applicant and details of the production team, such as animator, editor, etc.
5. Links to relevant films of similar kind – at least 3 for review of the CSMVS team.
6. Capacity of the team to do outdoor and indoor shoots and travel extensively.
7. Company registration / incorporation certificate photocopy.
8. PAN card copy of the principal applicant and company
9. GST Registration Certificate copy

**FINANCIAL PROPOSAL**

The Financial proposal may be sealed separately and placed inside a cover and should include the following

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| --- | --- | --- |
| **S.No** | **Quote Required per film** | **Amount in Rupees inclusive of taxes** |
| 1. | Rate for 2-minute documentary film |  |
| 2 | Rate for 10-minute documentary film |  |

Interested parties may submit their application for the above specifications. Superscribe the envelope/mail subject with **“TENDER NOTICE - E159 Production of Documentary Films”** to the Assistant Director (Administration) at the above-mentioned address on or before 5th November 2022 before 16 hrs.

Chhatrapati Shivaji Maharaj Vastu Sangrahalaya reserves all the rights in the selection process.