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

Tender No.CSMVS/**E270/**2023-24 March 01, 2024

**TENDER NOTICE – E270**

**Appointment of a Film Maker for Producing a Film**

Chhatrapati Shivaji Maharaj Vastu Sangrahalaya (CSMVS), Mumbai, one of India’s premier cultural institutes, is hosting a year-long special exhibition titled ‘ANCIENT SCULPTURES: INDIA, EGYPT, ASSYRIA, GREECE, ROME’ for which a film needs to be produced on making of the exhibition. The project intends to invite reputed and experienced film makers for producing the film.

**Scope of work**

Producing one excellent quality film (35 to 40 min duration) documenting the development of the exhibition and its several processes. The film will comprise of interviews of key members of the exhibition team, shots of various objects and installations in the exhibition that is currently showing at the museum premises, and several behind the scenes clips of the team working.

The site of shoot will be mainly in Mumbai, with occasional visits to lending institutions in India (not more than 3 venues). The film will be produced in English and be dubbed in Hindi, and have Marathi subtitles for both.

The film maker will be interacting with high level leadership at the museum, and its various international partners, hence a thorough understanding of the project and its purpose, which will be provided to the film maker in meetings will be important in conceptualizing and creating the film.

Final delivery of work

1. A film in English (with Marathi subtitles)
2. A film in Hindi (with Marathi subtitles)

will be delivered by 15 September 2024.

**Eligibility Criteria for Applicants**

* 1. The applicant 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, NGO’s, etc.
  4. Principal applicant should have 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.
  5. Applicant’s base in Mumbai will be preferred.
  6. Preference will be given to applicants who have worked with museums.

**Submissions as part of this Tender**

1. Tenderer shall be required to submit following information on company letterhead.
2. Company’s name, address, contact no., website, PAN Number & GST Number.
3. If Proprietorship firm Principal Employer / Authorised signatory Name, designation, Address, PAN No., Aadhar Card No.
4. Lead person’s name, designation, address, contact number, e-mail id, PAN, Aadhar card and education qualification who will be assigned the responsibility in case contract is awarded to your firm.
5. Full Company Profile with a visual portfolio of similar projects, relevant to illustrate and validate the technical competence criteria.
6. PAN card photocopy.
7. GST Registration certificate photocopy.
8. Company registration / incorporation certificate photocopy.
9. A list of clients (museums, cultural organizations, NGOs, companies, and government agencies) with whom the company has worked.
10. Price Quote with stamp and sign.

Tenderers can submit their tender in sealed envelope. Superscribe the envelope with “TENDER NOTICE – E270 Appointment of a Film Maker for Producing a Film” to the Assistant Director (Administration) on above mentioned address on or before March 7, 2024 before 04:00 pm.

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