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

Tender No.CSMVS/**E079**/2019-20 December 13, 2019

**TENDER NOTICE – E079**

**Production of Short Flim and Videography**

for CSMVS Museum on Wheels (MOW) Project

Chhatrapati Shivaji Maharaj Vastu Sangrahalaya, Mumbai one of the cultural institute, intends to create a short film on the CSMVS Museum on wheels outreach project. Experienced and reputed agencies may apply.

**BRIEF SCOPE OF WORK:**

To create a short film including scripting, shooting (including outdoor and indoor) and editing to make a film by 5 Jan 2020. The objective is to create a 3-4 minute engaging video that can educate the impact of Museum on Wheels on the common man and how the Museum on Wheels engages its audience.

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| --- | --- | --- |
| **Sr. No.** | **Description** | **Amount** |
| **I.**i | **Pre-Production Script Creation**  Creation of a Script based on the final brief from CSMVS. Highlighting the vision of CSMVS, the partnership with its sponsor and stakeholders, and more importantly the journey and the impact of the initiative. |  |
| ii | **Production- Shoot**  1 day of shoot in Ratnagiri  Exact date of shoot will be ascertained once confirmed.  2-days shoot in Mumbai  During both the shoots the film will cover the people’s engagement and even interviews that create impact. Our questions will be guided to the interviewee to create maximum impact in lesser words. The treatment will be edgy and young yet educative and keeping CSMVS standards in mind. A drone may be necessary for outstation. |  |
| **II.** | **Post Production**   * 1. a) Edit services   2. b) Motion Graphics   3. c) Original music and fx   4. d) Color grading |  |
| **III.** | **The Delivery**  a. Final Edit of 4-5-minute version for the event  b. No of video posts for social media: 8 |  |
|  | Applicable taxes |  |
|  | **TOTAL** |  |

**DEVELOPMENT & DELIVERY DURATION:** 2 weeks from the date of work order

**ELIGIBILITY:** Agencies should have experience of creating films for NGOs, Museums, Government institutions etc.

**ORGANIZATION DETAILS:**

1. Name & Postal address, including telephone numbers, fax numbers & email ID.
2. Copy of registration of the firm.
3. Details of the Directors / Proprietor of the firm.
4. Contractor should have sufficient number of technical & Administration staff / employees to carry out the propose project. Details of team members required.
5. The appointed technical engineer or supervisor involved in this project has to be in continuity in the project in all stages of execution till completion of the project.
6. The contractor shall be required to submit enlisted documents
7. Copy of Income Tax PAN No.
8. Income Tax Return of previous three years.
9. GST Registration Certificate.
10. Certificate from client for successful completion of movie.

Superscribe the envelope with **“TENDER NOTICE E079 – Production of Short Flim and Videography**” tothe Assistant Director (Administration) on above mentioned address on or before 20th Dec 2019 before 17.00 hours.

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