



TATA INSTITUTE OF SOCIAL SCIENCES
V.N. Purav Marg, Deonar, Mumbai 400 088
(A Deemed University under Section 3 of the UGC Act, 1956)

Purchase & Stores Section

AR (Purchase & Stores) Purchase & Stores Section, TISS Deonar, Mumbai 400 088	ENQUIRY NO.: TISS/P&S/NIT/Film Making/2024
Email ID: purchase@tiss.edu	DATE: 23 rd August, 2024
Mobile No: 022 – 25525219/5228	DUE DATE & TIME: 2 nd September, 2024 – 5.30 PM

Dear Sir/Madam,

Kindly submit your **sealed quotation** in the prescribed format only as given below, duly filled in, signed, and sealed by you on or before the due date addressing to the Section Officer (Purchase & Stores).

Sr. No	Description of Items	QTY	Rate	GST %	GST Amount	Total Amount
1	Short film on access to legal aid for prisoners – Film time duration 20 to 25 minutes (Preference may be given to Government approved/ recognized OR Reputed Film / Documentary Makers	1				

GENERAL TERMS & CONDITIONS

1. Quotation should be submitted in Company Letter Head only duly signed & stamped by authorized representative.
2. Please superscribe above inquiry number with due date on the sealed envelope or subject of email whichever is your mode of submission.
3. Please Quote along with specifications or full details of the item/services as per format given above only.
4. GST Registration Number/s must be mentioned on the quotation form.
5. Please indicate discount, if any offered by you for an educational and non-profit organization.
6. Dealer/supplier submitting insufficient information and not accepting the conditions specified in the quotation request form shall be liable for disqualification.
7. Institute reserves the right to accept or reject any one or more quotations for the same item without assigning any reason whatsoever and the decision of the Institute in this regard shall be final and binding on all dealers. Institute also reserves the right not to accept the lowest quotation as may be deemed necessary in the larger interest of the Institute

Gaurin Kulkarni
23/8/24

Special Terms and Conditions:

1. Documentary Filmmaker Prior Experience:

- Prior experience in making documentary films related to issues concerning prisoners, children of prisoners, or released prisoners.
- Preference may be given to Govt. approved/recognized OR Reputed Film/Documentary Makers.
- Preference may be given to filmmakers with a track record of award-winning documentaries.

2. Portfolio Evaluation:

- Applicants must provide a portfolio showcasing their previous work, highlighting relevant experience in addressing social issues, especially related to prisoners and/or released prisoners.

3. Professionalism:

- Demonstrated ability to deliver high quality productions within budget and timeline constraints.
- Strong communication skills and ability to collaborate effectively with project stakeholders.

Scope of Work:

1. Research and Concept Development:

- Conduct thorough research on Prayas's work within the Legal Aid and Bail Project funded by Azim Premji Philanthropic Initiatives.
- Develop a compelling concept for the documentary film that effectively captures the essence and impact of Prayas's initiatives.

2. Preproduction:

- Collaborate with Prayas team to finalize the storyline, script, and shooting locations.
- Secure necessary permissions and clearances for filming at relevant sites and with involved individuals.

3. Production:

- Capture footage that authentically portrays the challenges faced by prisoners, children of prisoners, and released prisoners, as well as the role of Prayas in addressing these issues.
- Conduct interviews with key stakeholders, including beneficiaries, volunteers, and project staff.

4. Postproduction:

- Edit and assemble footage to create a coherent and engaging narrative.
- Incorporate relevant visual elements, music, and narration to enhance the storytelling.

5. Final Delivery:

- Deliver the completed documentary film in the agreed format and resolution.
- Provide necessary files and documentation for archival purposes.

Evaluation Parameters:

1. Relevance and Creativity:

- Alignment of the proposed concept with the objectives of the Legal Aid and Bail Project.
- Creativity in storytelling approach and visual presentation.

2. Technical Proficiency:

- Quality of cinematography, sound recording, and editing techniques.
- Adherence to professional standards in production value.

3. Impact and Emotional Resonance:

- Ability to evoke empathy and understanding towards the plight of prisoners and their families.
- Potential to inspire action or advocacy for social change.

4. Budget Management:

- Appropriateness of the proposed budget in relation to the scope and scale of the project.
- Evidence of cost-effective strategies to maximize resources without compromising quality.

Payment Terms and Conditions:

1. Payment Terms:

- Payment will be made in installments as per the mutually agreed milestone schedule.
- Final payment is contingent upon satisfactory completion and delivery of the documentary film.

2. Intellectual Property Rights:

- Prayas retains ownership of all intellectual property rights associated with the documentary film.
- The filmmaker may use excerpts from the film for promotional purposes with prior approval from Prayas.

3. Confidentiality:

- The filmmaker shall maintain strict confidentiality regarding any sensitive information disclosed during the course of the project.
- Unauthorized disclosure of confidential information may result in termination of the contract.

4. Indemnification:

- The filmmaker shall indemnify Prayas against any claims, damages, or liabilities arising from the production or distribution of the documentary film.
- This includes but is not limited to claims related to copyright infringement or defamation.

5. Termination Clause:

- Either party may terminate the contract with written notice in the event of a material breach by the other party.
- Termination shall not relieve either party of any obligations accrued prior to the effective date of termination.

6. Period of Completion Film:

- Documentary film should be completed within three months.
- Time duration of the film upto 20 to 25 minutes etc.

Prepared By

Authorized By