

EXPRESSION OF INTEREST FOR PRODUCTION OF PROMOTIONAL FILMS & TVCS FOR PROMOTION OF DAV UNIVERSITY

DAV University invites Expression of Interest from the reputed agencies / film making companies / production houses / television houses for making of promotional films to promote the University.

The agencies/ companies / production houses must have adequate experience of producing promotional films.

The films will be of 6-10 minutes (One), 15 Seconds (One), Television Commercials (TVC's) each of 30 seconds duration. The proposal should be submitted in separate sealed covers on or before December 20, 2016.

Preference will be given to those companies / production houses / agencies that have experience in production of promotional films and have expertise in the field of creative production etc. with experienced professionals.

The interested agencies / film making companies / production houses / television houses may give their "Expression of Interest" (EOI) along with company profile, experience of production of promotional films, creative team of persons, soft copy of previous film produced (if any) and other supporting details to:

The Director, Public Relations
DAV University
Jalandhar-Pathankot Highway (NH – 22)
Village Sarmastpur
Jalandhar – 144 012

The main envelope should superscribe "**EOI for Production of Tourism Promotional Films on DAV University.**"

The Companies must ensure the following:

Recording:	4K/ Full HD
Aspect Ratio:	16:9
Voiceover:	English and Hindi
Music:	Strictly with Copyright
Equipment/ Requirement:	Wally Dolly Kit
	Steadycam Camera Stabilising System
	Drone (with full HD Camera and Gimble)
	Prime Lenses
	Story Board
	Time-Lapse Shooting for Morning Shots

Note: DAV University reserves the right to reject any or all the proposals without assigning any reason thereof.

APPLICATION FORMAT FOR EOI

1. Name of the Agency / Company / Production house:
2. Address:
3. Name of the Proprietor/Directors:
4. Authorized Person to be contacted:
5. Tel & Fax No.:
6. Mobile No.:
7. Email ID:
8. Profile of the company (to be submitted in company's letter head):
9. Date of Establishment:
10. Status of Company (partnership firm /Pvt Ltd Co. / Public Ltd Co.):
8. Total experience of the company/agency (Production of films):
9. Details of Membership/Accreditations/Awards etc:
11. Organizational Set up (Manpower):
 - a) Creative & production (Number) =
 - b) Scripting / editing & graphics / animation (Number) =
12. Whether the firm has its own pre and post production facilities or will it complete the assignment by hiring it from the other agencies.
15. List of documents:

Date:

(Authorized Signatory)

Place:

Name:

Designation:

Seal of Bidder:

(Separate sheet can be used for providing relevant information)

Time Frame for the project:

- a. Script for the films is to be submitted by the selected bidder within a week from the date of award of assignment.
- b. Rough Cut is to be submitted within one week from the date of award of assignment.
- c. All final deliverables are to be submitted within 15 days from the date of award of assignment.