

Government of Tripura
Tripura Rural Livelihood Mission
State Mission Management Unit
Rural Development Department
Email: ceotrlm@gmail.com
Phone: 0381-2976146

No.F.18(3)-RD (TRLM)/SMC/2021/ 8675 - 80

Dated...30/07/2025

Notice Inviting Quotation

Sealed quotations are invited from registered Media House/ Firm/Professional Agency to conceptualize, script, film, edit and deliver 10 nos of high quality documentary style videos highlighting the work, success stories, and impact of TRLM across various verticals and geographies in the State of TRipura. Quotation will be received in the office of CEO TRLM, Pandit Nehru Complex, Near Tripura Housing Board, Agartala, Pin-799006 till 14/08/2025 upto **3.00 PM** and to be opened on the same day in presence of bidders, if possible. Specifications & deliverables are enclosed at **(Annexure-I)** and the format for rate quotation is enclosed at **(Annexure-II)**.

Terms & Condition:

1. An earnest money amounting to ₹ 20,000/- (Rupees Twenty thousand) only in the form of Deposit at call or Draft drawn in favour of **"Tripura Rural Livelihood Mission Society"** payable at Agartala from any Nationalized Bank/ Tripura Gramin Bank/ Any Co-operative bank shall be submitted along with the sealed quotation. No exemption is allowed. The said earnest money will be converted to security money for successful bidder who would be offered the work and shall be released after the successful completion of the contract period. For others the earnest money would be refunded.
2. The agency has to deliver 10 edited, high resolution videos in Hindi/ English/Bengali with Bengali subtitles.
3. The agency has to deliver 5 nos of short teaser/ promotional clips (30-60 seconds each) for social media use.
4. The videos must be visually engaging with motion graphics, subtitles, music, branding as per TRLM norms.
5. The Media coverage (video making) shall be as per the information provided by the concerned officials from this office.
6. Script for voice over shall be prepared by the agency & should be approved from TRLM.
7. The agency has to visit field for shooting footage as per the plan provided by TRLM.
8. The agency should maintain proper coordination with officials of TRLM and field staff for smooth arrangement of field level shooting.
9. The quoted rate should be include the travelling cost, accommodation and fooding of the agency for capturing field level shot
10. After the final video is prepared, the same shall be viewed by a team of TRLM staff for checking the quality of the video & voice over etc.
11. The agency/ firm shall have minimum 3 years of work experience in documentary/video production with Government/CSR/Development agencies. The bidders are requested to attach the sign copy of work experience.

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12. The team must have a Director, Videographer, editor, script writer and Voice over artist.
13. The agency must have the necessary equipment for field- based video production.
14. The editing of the video & voice over shall be covered by the agency.
15. The entire assignment must be completed within 40 days from the date of awarding the work order. A detailed timeline must be submitted along with the proposal.
16. No additional payment will be made apart from the quoted rate.
17. The organization shall have submitted the self-attested copies of valid Agency Registration certificate, PAN card, GST registration certificate.
18. The Agency should be located in Tripura.
19. Non fulfilment of any of the above terms & conditions may result in rejection of bids and no correspondence will be entertained in this regard.
20. Rate should be inclusive of all Taxes as applicable.
21. The undersigned reserves the right to accept or reject any quotation including the lowest one without assigning any reason therefore.
22. All materials produced under this contract will be the sole property of TRLM. The agency shall not use or publish the content without written permission from TRLM.
23. Payments will be made after satisfactory completion of the work and submission of the bill as per the actual basis (per minute rate within the quoted rate).
24. Applicable taxes shall be recovered from the bill.
25. All disputes lie within the jurisdiction of Agartala only.

Signed by
Tarit Kanti Chakma
Date: 30-07-2025 15:01:19

Chief Executive Officer
Tripura Rural Livelihood Mission

Copy to:

1. The Addl. Chief Executive Officer for information please.
2. The Director, Directorate of Information & Technology with a request to arrange display the notice in the website of Tripura State Portal (tripura.gov.in)
3. PM (MIS) to arrange display the notice in the websites of Rural Development Department (rural.tripura.gov.in) and Tripura Rural Livelihood Mission (trlm.tripura.gov.in).
4. The Director, Department of ICA for information. He is requested to arrange for publication of the said notice in 3(three) leading local daily newspaper including Dainik Sambad.
5. The Store In-Charge, SMMU, TRLM for information & necessary action.
6. Notice Board, SMMU, TRLM.

Annexure-I**Specification & Deliverables:**

| Sl. No | Videos | Objective | Tentative Duration | Tentative Shooting location |
|--------|--|--|-----------------------------|---|
| 1 | 1 Video TRLM at a Glance (Master video) | <ul style="list-style-type: none"> The video will showcase the overall interventions and activities across all the verticals of TRLM The video will cover activities/interventions such as- Model CLF, CMTC, Bank sakhi, BC Sakhi, Insurance, PG, FPC, few individual livelihood activity, NFC, AGEY, Canteens and outlets, Rural Mart, PMFME, enterprise, GRC, Submission of VPRP etc. | 5 to 7 minutes | Covering all the districts |
| 2 | 1 videos on Producer Group | <ul style="list-style-type: none"> The video will cover the overall process of forming PG and its activities. 4-5 PG involved in different activities will be covered in this videos along with bite of the members Bite of SMM-Farm | 2-3 minutes | Matabari ,Tepania Killa, Amarpur Silachari |
| 3 | 3 videos on Individual Farm livelihood activities | <ul style="list-style-type: none"> In each video 4-5 individual Farm livelihood activities will be showcased along with bite of the members | 2-3 minutes (each video) | Rupaichari, Satchand Bokafa, Rajnagar Jolaibari, Pecharthal, Gournagar, Kadamtala and Damcharra |

| | | | | |
|---|--|---|--------------------------|---|
| 4 | 1 videos on Non-Farm collectives | <ul style="list-style-type: none"> The video will cover the overall process of forming NFC and its activities. 4-5 NFC involved in different activities will be covered in this videos along with bite of the members Bite of SMM-Non Farm | 2-3 minutes | Matabari, Tepania, Karbook, Sepahijala-Bishalgarh, Mohanbhog |
| 5 | 3 videos on Individual Non -Farm livelihood activities | <ul style="list-style-type: none"> In each video 4-5 individual Non-farm livelihood activities will be showcased along with bite of the members | 2-3 minutes (each video) | Khowai, Padmabil, Bishalghar, Charilam, Dasda, Kadamtala, jolaibari, Rajnagar, Korbook, Tepania, Kumarghat, Pecharthol, Bamutia, Dukli, Ambasssa, Durgachowmuhani |
| 6 | 1 video on CLF office and CMTC | <ul style="list-style-type: none"> The video will cover the standard office setup of CLF along with CMTC setup and how CLF managing the CMTC. Bite of CLF OB members | 2-3 minutes | Matabari, Tepania, Satchand and Nalchar |

Annexure-II**QUOTATION FOR MAKING SHORT VIDEO UNDER TRLM**

1. Name and address of the bidder:

5. Contact details:

| Sl. No | Videos | Duration | Qty. | Rate per minute | Total amount (including GST) |
|--------|--|-------------------------------|------|-----------------|------------------------------|
| 1 | 1 Video TRLM at a Glance (Master video) | 07 minutes | 01 | | |
| 2 | 1 videos on Producer Group | 03 minutes | 01 | | |
| 3 | 3 videos on Individual Farm livelihood activities | 03 minutes (each video) | 03 | | |
| 4 | 1 videos on Non- Farm collectives | 03 minutes | 01 | | |
| 5 | 3 videos on Individual Non - Farm livelihood activities | 03 minutes (each video) | 03 | | |
| 6 | 1 video on CLF office and CMTC | 03 minutes | 01 | | |

Amount in:.....

I have gone through the terms and conditions stipulated in the quotation notice and agree to make videos under TRLM as per the rate mentioned above, abiding all the terms and conditions.

Place:

Date:
seal:

Signature with