

# **Terms and Conditions for Inviting Tender for Video Creation**

## **1. General Terms**

1.1. This tender is for the creation of a high-quality video showcasing the legacy, milestones, and vision of IKM (Information Kerala Mission) as part of its 25th-anniversary celebrations.

1.2. Eligible bidders include professional video production agencies, filmmakers, or production houses with proven expertise in documentary-style storytelling and corporate video production.

1.3. The video must align with the organization's values and emphasize the impact of IKM's initiatives on society, its key achievements, and its vision for the future.

## **2. Scope of Work**

2.1. The main video should be 30 minutes long (animated and graphic inclusions), with shorter promotional clips (1-3 minutes) extracted for social media use and extracted relevant informative video of 5 minutes to be presented at the time of event.

2.2 Separate graphical/animated video must be created highlighting the dignitaries portfolio which should be displayed at the time of event.

2.3 Separate video/graphics suitable for LED Wall wings must be created.

2.2. Deliverables include:

Scriptwriting and storyboarding in consultation with IKM.

Professional videography and editing services.

Incorporation of archival footage, graphics, infographics, and animation (if required).

Voiceover, background score, and subtitles (English and Malayalam).

Final outputs in multiple formats (HD and 4K).

2.3. The video must narrate IKM's journey from inception to its current status, covering milestones, achievements, and future aspirations, bytes of Ministers, Elected representatives, Govt. Secretaries, ex IKMians, IT Professionals etc.

## **3. Eligibility Criteria**

3.1. The bidder must have a minimum of 5 years of experience in video production, with at least three projects in a similar domain (e.g., government, NGOs, or corporate legacy videos).

3.2. The bidder must submit:

A company profile.

A portfolio with at least three examples of similar projects.

References from previous clients.

3.3. The bidder must not have been blacklisted by any government or private organization.

#### 4. Submission Requirements

4.1. The bid must include:

Technical Proposal:

Understanding of the project.

Proposed methodology, timeline, and work plan.

Team composition and expertise.

Financial Proposal:

Detailed cost breakdown, including taxes and additional charges (if any).

Payment terms and milestones.

4.2. Bids must be submitted by the specified deadline in a sealed envelope. Late submissions will not be entertained.

#### 5. Evaluation Criteria

5.1. Bids will be evaluated based on:

Technical Evaluation (70% weightage):

Quality of the portfolio and past projects.

Understanding of the project and approach.

Team expertise and qualifications.

Financial Evaluation (30% weightage):

Cost-effectiveness and adherence to budget constraints.

5.2. Only bids scoring at least 60% in the technical evaluation will qualify for the financial evaluation stage.

#### 6. Payment Terms

6.1. Payments will be made as per the following schedule:

20% upon submission of the first draft.

80% after final approval and delivery of all outputs.

6.2. Taxes will be deducted at source as per government regulations.

## 7. Timeline

7.1. The project must be completed within 10 days from the date of the contract signing.

7.2. Failure to adhere to the timeline without prior approval may result in penalties or cancellation of the contract.

## 8. Intellectual Property Rights

8.1. The final video and all associated assets (raw footage, graphics, scripts, etc.) will be the sole property of IKM.

8.2. The production agency shall not reuse or distribute the content without written consent from IKM.

## 9. Confidentiality

9.1. The bidder must maintain confidentiality regarding all materials and information provided by IKM.

9.2. Any breach of confidentiality will result in termination of the contract and legal action.

## 10. Penalties for Non-Compliance

10.1. Delays beyond the agreed timeline without prior approval will attract a penalty of 1% of the total contract value per week, up to a maximum of 10%.

10.2. Substandard or incomplete work will result in deductions from the final payment or cancellation of the contract.

## 11. Termination Clause

11.1. IKM reserves the right to terminate the contract under the following circumstances:

Non-compliance with the terms and conditions.

Unsatisfactory quality of work.

Delay in delivery without valid justification.

## 12. Dispute Resolution

12.1. Disputes, if any, shall be resolved amicably through mutual discussions.

12.2. If unresolved, disputes will be subject to arbitration under the jurisdiction of courts in Thiruvananthapuram.

### 13. Additional Conditions

13.1. IKM reserves the right to accept or reject any or all bids without providing reasons.

13.2. Amendments, if any, to the tender document will be communicated to all bidders.

13.3. Submission of the bid implies acceptance of all the terms and conditions mentioned herein.

**Documentation and Video Team  
25<sup>th</sup> Anniversary Celebrations  
Information Kerala Mission**