

**DELIVERABLES: NGCMA GLP PROMO FILM**  
**HD / 10 to 15 MTS & HD/ 2 to 3 MTS**

**SHOOT LOCATION: VARIOUS LOCATIONS (AHMEDABAD, MUMBAI, HYDERABAD, BANGALORE, CHENNAI AND DELHI NCR ONLY)**

### **SCOPE OF WORK**

The film will be approximately 10 to 15 minute-long, will start with NGCMA inception, and build a context on the need to create an GLP ecosystem in the country. This will be established with a Voice-over and statistics demonstrating the impact of the Good Laboratory Practice (GLP) certification on various stakeholder in the country. Another short introductory video of 2 to 3 minutes summarizing the various sectors of intervention pertaining to GLP will be also presented.

The film will then go on to explain the history of GLP and it's connect with OECD. Interviews with the Secretary, Department of Science & Technology (DST), Head NGCMA and its team and the Secretary General, QCI to enforce the relevance and objectives of NGCMA GLP programme.

In order to understand the operational structure and functions of each of the sector of GLP programmes infographics will help explain the working and implementation.

Thereafter, the functions (assessors, technical committee of NGCMA etc.) and expertise/Core areas will be further explained with a combination of video footage and info graphics.

Furthermore, interviews with key spokespersons of NGCMA, QCI and Test Facilities (TFs – through cluster approach) will bring in quick overviews on their mandate and functions. These interviews will be supplemented by video footage of various establishing, showcasing its work, scale and achievements.

Thereafter, a quick overview of Key Programs undertaken with their hallmark achievements to be showcased through video montage and infographics.

Additionally, the Mutual Acceptance of Data (MAD) agreement with the OECD will also be refereed in this documentation. This could be managed by integrating a clip into the promo from OECD officials.

In the summary wrap up, cutbacks to the interviews of Head, NGCMA will providing holistic view on milestones and achievements established through supporting visuals of acknowledgements and commendations.

The film aims to highlight the importance of GLP as a quality system and its role in impacting all sectors of India – the Government, the industry and the society at large.

Note: Per day travelling will be minimum around 200 to 250 Km from place of interview to the facility to be shoot.

## **Other Terms and Conditions:**

1. The applicant should have technically qualified and well experienced strong in-house resource base including the production team, script writers, research team etc.
2. The applicant must be a legal entity registered anywhere in India.
3. The applicant must have a valid GST Registration Certificate in India
4. The applicant must have proven track record of minimum 3 years in film making and similar activities.
5. The applicant must have the ability to coordinate with QCI professionals in conceptualizing and getting the desired inputs on screen.
6. The applicant must not sub-contract the work to other agencies.
7. Preference may be given to the bidder with past working experience with QCI.

## **Amendment to Tender Document**

At any time prior to the last date for receipt of proposals, QCI may for any reason, whether at its own initiative or in response to a clarification requested by a prospective applicant, modify the document by an amendment. In order to provide prospective applicants reasonable time in which to take the amendment into account in preparing their proposals,

QCI may at its discretion extend the last date for the receipt of proposals and/or make other changes in the requirements set out in this document.

The applicant is required to visit the Tenders Section of QCI website for any changes or amendments in the Tender document before submitting their proposals.

## **Rejection of Proposal**

The application is liable to be rejected if:

- a) Not in prescribed forms and not containing all required details.
- b) Not properly sealed and signed as per requirements.
- c) Received after the expiry of due date and time.
- d) Missing of any supporting document(s) with the Proposal

## **Technical Bid:**

The proposal should contain the following information:

- a) Plan of methodologies and processes devised for actioning and achieving the above-mentioned objectives.
- b) Details of past experience in similar work, if any.
- c) Any other details that the bidder may like to provide.

## **Financial Bid:**

The Financial Bid must include the total cost of production of the video for 10 to 15 minutes and another short introductory video of 2 to 3 minutes.

## **Disclaimer**

- a. The QCI shall not be responsible for any late receipt of applications for any reasons whatsoever. The applications received late will not be considered and returned unopened to the applicant.
- b. Evaluation of proposals may be done on QCBS basis, with weightages assigned to technical and financial as 70% and 30% respectively.

- c. The QCI reserves the right
- To reject any/all applications without assigning any reasons thereof.
  - To relax or waive any of the conditions stipulated in this document as deemed necessary in the best interest of the QCI without assigning any reasons thereof.
  - To include any other item in the Scope of work at any time after consultation with applicants or otherwise.

## Submission Details

Interested parties may send their proposals in two separately sealed envelopes consisting of the Technical bid and the Financial Bid and other details inside a sealed envelope super-scribing “**Short Video for NGCMA**” to Assistant Director (Accounts), Quality Council of India, Institution of Engineers Building, 2nd Floor, 2, Bahadur Shah Zafar Marg, New Delhi 110002 latest by October 15, 12 Noon.

For any further queries, you may please contact the below mentioned person:

Mr Ankur Malik: [ankur.nabet@qcin.org](mailto:ankur.nabet@qcin.org)