



COIRCRAFT

KERALA STATE COIR CORPORATION LTD.

KSCC/GEN/PR/15/23-24

07.03.24

Quotation Notice

The Kerala State Coir Corporation Ltd is inviting sealed tenders from eligible and experienced video production companies or other firms for the creation of our corporate video.

Scope of Work:

The selected video production company will be responsible for:

1. Conceptualization and script development for the corporate video (10-15 mins) and Highlight video (1-3 mins).
2. Video shooting at our Head Office, Divisions and other specified locations.
3. Professional editing, including incorporation of graphics and animations as necessary.
4. Background music and voice-over recording in English & Malayalam languages.
5. Finalization of the video in different formats suitable for web and offline viewing.
6. Coordination and collaboration with our marketing team for feedback and revisions.

Eligibility Criteria:

Interested companies must meet the following eligibility criteria:

1. Must be a registered video production company with relevant experience.
2. Should have successfully completed at least 05 similar corporate video projects.
3. Demonstrate financial stability and capability to undertake the project.

Submission Requirements:

Companies interested in participating the tender process are required to submit the following documents in a sealed envelope:

1. Tender Proposal, including a detailed approach to the project and methodology.
2. Company Profile, providing an overview of the company's background, experience, and capabilities.
3. Portfolio of previous corporate video projects.
4. Detailed financial quotation specifying the cost breakdown for each phase of the project.
5. Proposed timeline for completion of the project.





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Tender Submission Deadline:

Last date for the submission of tenders – 20th March 2024, 12.30 PM
Tenders received after this date and time will not be considered.

Tender Opening:

Tenders will be opened on 20th March 2024, 03.00 PM
The opening session may be attended by representatives of the participating companies.

Evaluation Criteria:

Tenders will be evaluated based on the following criteria:

1. Experience and expertise in corporate video production.
2. Clarity and viability of the proposed methodology.
3. Cost-effectiveness and transparency in the financial quotation.
4. Proposed timeline for project completion.

Kerala State Coir Corporation reserves the right to reject any or all tenders received.

For any clarifications or additional information, please contact

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Sincerely,

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