

Punjab Agri Export Corporation Limited
Plot No.2-A, Sector 28-A, Madhya Marg,
Chandigarh.

'Annexure- I'

TECHNICAL SPECIFICATION FOR PRODUCTION, EDITING, INDOOR,
OUTDOOR SHOOTING AND YOUTUBE CHANNEL MANAGEMENT.

To

Managing Director
Punjab Agri Export Corporation Limited
2 A, Sector 28-A, Chandigarh.

Name of the company : _____

Address : _____,

: _____,

: _____,

: _____.

PAN No. of Company : _____.

Phone Nos: _____ Fax No: _____ E-mail: _____

1. I / We have read the Expression of Interest published in the website on dated _____ .
2. I/We hereby offered our proposal against the Expression of Interest (EOI).
3. My/our particulars are as follows:
 - a. Name
 - b. Complete Postal Address
 - c. GST No.
 - d. PAN No. (Copy enclosed)
 - e. Phone No

- f. Mobile No
 - g. E-mail ID
4. I/We have read all the terms & condition of the EOI carefully and will comply with the same. We will also comply with any such term, conditions and directives which will be issued by MD, PAGREXCO from time to time during the contract period.
5. SCOPE OF WORK
- (i) Work related to production and editing of 23 minutes programme for Doordarshan Channel and YouTube.
 - (ii) Outdoor shouting in rural area of Punjab.
 - (iii) YouTube channel management.
 - (iv) Facility for studio for indoor shouting and make-up artist.
6. DELIVERABLES
- (i) The agency or party will upload 4 – 5 episodes every month on YouTube and submit a monthly report of YouTube channel.
 - (ii) The agency or party shall covered / shout the production every week for the episode and get it approved from PAGREXCO on every Thursday as the programme to Doordarshan Channel will be sent to every Friday.
 - (iii) The agency or party has to provide the programme in the required format like DVD, pen drive, etc.
7. TECHNOLOGICAL CRITERIA FOR SELECTION
- (i) The interested parties may need to submit their offer along with supporting documents. The agency should not be a defaulter / corrupt under any category with any Government Department / Corporation / Boards and should have no dispute with PAGREXCO or not blacklisted by any Corporation / Department / Boards.

- (ii) Agency should submit release order / work order of prominent client during the last 03 years from Government Sector / PSU or leading Corporate.
- (iii) Agency should have GST or PAN Card.
- (iv) Agency should be experience in the related field.
- (v) Agency must have well equipped production / technical team with other necessary resources to handle the production.
- (vi) Agency should have experience in the concerned field of production and must have handled the YouTube channel.
- (vii) In addition to the above mentioned sources, agency should also be in a position to allocate additional resources as and when required to meet out the timeline.
- (viii) The Company/Bidder shall comply with all labour laws and PAGREXCO shall not be responsible for violating any labour laws
- (ix) PAGREXCO shall not provide any maintenance charges to the successful bidder regarding repair / maintenance of their machinery / equipments and other related accessories.
- (x) It shall be the responsibility of the successful bidder to keep the machinery/ equipments (like camera and its related accessories) in good working condition; otherwise it shall be treated as a non-performance on the part of the vendor for penalty.

8. FINANCIAL

Financial should be submitted on per episode basis. The performa for the same may be seen in the enclosed Annexure 'II'. The party / agency will quote the reasonable rate will be selected to handle the job for a period of 01 year which can be extended, on mutually agreed terms & conditions.

Signature with Seal of the Party