

## **Gujarat CSR Authority**

**Minutes of the Pre Bid Meeting on Tender notice for engaging production house for making short videos of projects/events for GCSRA held under the Chairmanship of COO, GCSRA on 11<sup>th</sup> February, 2019 Monday at GCSRA office, Ahmedabad at 3:15 pm.**

**Following interested participants had attended the meeting:**

- (1) Mr. Malhar Dave, Founder, View Finder
- (2) Ms. Hetal Trivedi, Chrysalis Communication Pvt. Ltd.
- (3) Mr. Akshay Panchal, Creative Head, Arahant Communications
- (4) Mr. Hitesh Anand, Producer Director, Pixel Pro
- (5) Mr. Milan Trivedi, Studi Head, Brain Sparrow Film School & Studio

COO, GCSRA has briefed about the activities of Gujarat CSR Authority. The basic requirements for issuing the Tender Document for making short videos were discussed before starting the question-answer session.

Ms. Denisha Agravat, Project Officer, GCSRA had also attended the pre-bid meeting.

Following clarifications were made on queries raised during the meeting.

**Q. The duration of the video shoot at field can be more than 1 day?**

A. Yes, the agency may take more time for shooting at the field if required. GCSRA will support as per requirement at the location of video shoot.

**Q. Agency wants clarity on sample of Voice Over?**

A. The bidder has to submit the sample of voice which they will use while preparing the video. The bidder should submit the voice sample (recorded audio clip in pen drive or DVD) in both the languages i.e. in Gujarati & English.

**Q. What are the proposed Locations for shoot?**

A. The location of the shoot will be all over Gujarat. The agency will be given assignment for video recording at different locations of the projects of GCSRA.

**Q. Is it requires having more than one Social Worker as per sector specific?**

A. There is no requirement of assigning the sector specific social worker for different projects. The main aim is to share the knowledge and experience of him/her can be useful in the meaningful deliverables of the shoot.

**Q. What is the desired duration of the video sample for submission in the technical bid?**

A. The agency should submit the sample of the video film of 5 minutes in the technical bid. The agency may submit the sample of the video film of duration more than 5 minutes as sample in pendrive/ DVD.

**Q. When and how many times the bidder has to deposit the Security Deposit to GCSRA?**

A. The selected agency will be given the work order for approved time period for one time only and the agency have to submit the security deposit for one time only.

General Details and approach of the tender documents were discussed.

**COO  
GCSRA**