

**जामिया मिल्लिया इस्लामिया**

(संसदीय अधिनियमानुसार केन्द्रीय विश्वविद्यालय)

मौलाना मोहम्मद अली जौहर मार्ग, नई दिल्ली-110025

**संकाय अध्यक्ष विद्यार्थी कल्याण कार्यालय**

Tel. No. : +91-11-26981717

Extn. 1700, 1701

**JAMIA MILLIA ISLAMIA**

Accredited by NAAC in 'A++' Grade

(A Central University by Act of Parliament)

Maulana Mohammad Ali Jauhar Marg, New Delhi-110025

**Office of the Dean Students' Welfare**

E-mail : dsw@jmi.ac.in

Website : <http://www.jmi.ac.in>



May 19, 2025

**Notice for Inviting Quotations**

Jamia Millia Islamia invites proposals along with sealed quotations from qualified and experienced film production agencies for the production of a high-quality documentary film. The film, with an approximate duration of ten (10) minutes and in 4K resolution, shall serve to project the University at both national and international levels.

The application form, eligibility criteria along with the copy of the terms and conditions etc. can be downloaded from University Website ([www.jmi.ac.in](http://www.jmi.ac.in)).

While furnishing the quotations, the attached eligibility criteria and terms and conditions should be carefully noted. The rates and the GST should be mentioned separately in the quotation.

The duly filled quotations along with the proposal may be submitted in the Office of the Dean Students' Welfare, Jamia Millia Islamia within 10 days of notice between 10:00 a.m. to 5:30 pm (Monday- Friday).

The sealed envelope should be marked "Rate contract for production of a high-quality short documentary film on Jamia Millia Islamia"

The envelope should be addressed to the "Dean Students' Welfare, Jamia Millia Islamia, New Delhi-110025".

**Prof. Neelofer Afzal**  
Dean Students' Welfare  
Jamia Millia Islamia  
New Delhi-110025

Eligibility Criterion and Terms and Conditions for the production of a high-quality documentary film.

#### SCOPE OF WORK

1. **Pre-Production, Production, and Post-Production:** Agency will be responsible for the entire film production process, including conceptualization, scriptwriting, filming, editing, sound design, and final delivery.
2. **Approval of Script:** A detailed script shall be submitted to the University for Approval prior to the commencement of filming.
3. **Rough Cut Review:** An initial rough cut of the film shall be provided for review and feedback before finalization.
4. **Raw Footage Submission:** All raw footage captured during the production process shall be handed over to the University.
5. **Budgeting:** The submitted quotation must be inclusive of all costs associated with the project, covering pre-production, shooting, editing, post-production, and any other relevant expenses. The agency is required to mention the GST separately in the quotation.

#### TERMS AND CONDITIONS

1. Agency is required to submit the proposal, including technical and financial details, experience in similar projects, and a portfolio of previous works.
2. The agency shall provide copies of PAN Card, Aadhar Card & GST.
3. The film must adhere to professional production standards, including 4K resolution, professional-grade cinematography, and sound recording. It should also feature high-quality colour grading, audio mixing and be delivered in multiple formats (MP4, MOV, etc.) for different platforms.
4. The production agency will secure the necessary permissions for on-campus filming, the use of archival materials, and the inclusion of individuals in interviews or footage.
5. The project must be completed within three months from the date of signing of the agreement for the work. The University reserves the right to terminate the agreement if the delay exceeds two weeks, with no further payments to be made for the incomplete work.
6. The University shall retain full rights and ownership of the final documentary film and all associated content, including raw footage, script, and edited versions. Agency must ensure that all proprietary and unpublished materials related to the University remain confidential and are used only for the project. These materials cannot be used for any other purpose without obtaining prior written consent from the competent authority of Jamia Millia Islamia.
7. After the finalization of proposal and approval of the quotation, Agency shall enter into a formal agreement with Jamia Millia Islamia accepting the terms and conditions for executing the project. The University reserves the right to accept or reject their quotation without assigning any reason.



**Prof. Neelofer Afzal**  
Dean Students' Welfare  
Jamia Millia Islamia,  
New Delhi-110025

## Proforma for Financial Quotation Submission

Name of the Agency: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

GST No.: \_\_\_\_\_ PAN No.: \_\_\_\_\_

Sl. No.	Description of Work / Equipment / Service	Unit Rate (INR)	Number of Days	Total Cost (INR)
1	Director (Script, storyboard, direction)			
2	Camera Sony FX-6 (2 units), lenses, attendant			
3	Jimmy Jib Crane			
4	Lighting equipment with 4 light men			
5	Gimble (Zhiyun Crane 3S)			
6	Drone			
7	4K Monitor			
8	Slider			
9	Director of Photography (DOP)			
10	Focus Puller			
11	Second Camera Operator			
12	Editing			
13	Colour Grading			
14	Voice-over			
15	Sound Recording			
16	Makeup			
17	Background Music			
18	Graphics			
19	Teaser Edit (26th Jan)			
20.	Miscellaneous charges			
	Total			
	Rate of GST			
	<b>Grand total inclusive of GST</b>			

### Authorized Signatory

(Name, Designation, Signature & Seal)

Date: \_\_\_\_\_

Place: \_\_\_\_\_



### **Declaration**

I/We hereby declare that I/We have read and fully understood all the terms and conditions outlined in the quotation notice for the production of a 10-minute 4K short documentary film on Jamia Millia Islamia, issued by Office of the Dean Students' Welfare Jamia Millia Islamia.

I/We agree to abide by the terms and conditions and undertake to execute the work accordingly. I/We further declare that:

- The documents submitted, are true and correct.
- I/We shall maintain confidentiality of all University-related content and shall not use it for any other purpose without prior written permission.

### **Authorized Signatory**

(Name, Designation, Signature, and Seal)

**Agency Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Place:** \_\_\_\_\_