To
The Director,
Information Technology,
Govt. of Tripura,
Agartala West Tripura.

Subject: Uploading the Notice (4th Call) & terms of reference for production of Audio-Video Documentation of Tribal Folk Songs & Folkdances of Tripura.

Sir/Madam,

Kindly upload the enclosed Notice (4th Call) & Terms of reference for production of Audio-Video Documentation of Tribal Folk Songs & Folkdances of Tripura in Tender Document Section of our Website: www.trci.tripura.gov.in. The Closing date is 20.09.2018.

Yours faithfully

Enclo: As Stated.

(S. Debbarma)
Director
Tribal Research and Cultural Institute
Govt. of Tripura.
**Notice (4th Call)**

Proposals are invited from experienced Recording Agencies/Cultural Organization for Recording/Audio-Video Documentation and production of Audio-Video CDs on different Songs of the Tribal dances of Tripura.

Complete details specification, terms and conditions can be collected from the office of the undersigned on any working days from 10:30 am to 5:30 pm or from our website www.trci.tripura.gov.in.

Last date for submission of proposal on 20.09.2018.

(S. Debbarma)
Director
Tribal Research and Cultural Institute
Govt. of Tripura
TERMS OF REFERENCE FOR AUDIO-VIDEO DOCUMENTATION OF TRIBAL FOLK SONGS & FOLK DANCES OF TRIPURA.

1. Application/proposal should contain:
   a. Full bio-data of the Applicant/Agency/Cultural Organization with details of experience in recording and production of Audio-Video Albums along with Registration Number.
   b. Synopsis, break up of expenditure (with in Rs. 4.00 lakhs), detail work plan along with the proposed name of the Artists/Cultural Troupes for each dance.
   c. If the applicant is a company, a copy of the certificate of incorporation along with a copy of the Memorandum and Articles of Association should be submitted with the application. In case of a partnership firm, a copy of the partnership deed and the certificate of the registration, if any should be submitted.
   d. Attested copy of ration card/PAN card/Voter’s card or passport as proof of residence of the applicant.
   e. The applicant/Agency/Cultural Organization should submit experience certificate along with CD/DVD as a sample of earlier work.

2. Terms and Conditions:
   a) The application/Proposal should contain each of the enclosures as mentioned in Sl. No. 1(a-e) Application/Proposal without the above mentioned enclosures will be rejected.
   b) The length of the album will be as per requirements of the songs or maximum 10 Minutes & minimum 15 Nos. Folksongs of different dances of the Tribes of Tripura.
   c) During the production process the highest technical standards should be maintained for a high quality output in MP3 & MP4 format.
   d) The lyrics of the songs should be submitted by the Entrusted Applicant/Agency/Cultural Organization within 15(fifteen) days of issuance of work order which is subject to be modified by the Expert Committee constituted by the TR&CI.
   e) The completed Audio-Vide CD should be submitted to this Institute within 120 days from the date of assignment of the work order and no request for extension of time will be entertained, failing which Earnest money will be forfeited.

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f) The Entrusted Recording Agencies/Cultural Organizations will be liable to rectify/re-record any part or entire Audio-Video albums if it is found not up to the mark in view of the Institute.

g) At the time of final submission, the Recording Agencies/Cultural Organization will submit the following materials to TR&CI.

1. 300 copies of the album with designed cover.

2. All Raw Stock/Chip/Memory card used.

h) A security deposit of Rs.15,000/- (Rupees fifteen thousand) only in the shape of Draft from any Nationals Bank drawn in favour of the Director, Tribal Research and Cultural Institute, Govt. of Tripura, Lake Chowmuhani, Agartala should be deposited by the Recording Agency/Cultural Organization along with the Tender paper.

i) Recording Agency/Cultural organization who will be entrusted for the work are required to sign an agreement covering above terms and conditions with Tribal Research and Cultural Institute before taking up of the work.

SELECTION:

Selection will be done based on synopsis/detail work plan, eligibility, experience and sample of earlier work. In this regard the decision of the Audio Visual Sub-Committee of Tribal Research and Cultural Institute will be final.

The undersigned reserves the rights either to accept or to reject any proposal without assigning any reason.

(S. Debbarma)
Director
Tribal Research and Cultural Institute
Govt. of Tripura.