

C. No. GTM/30/2022 dated 27.05.2022

O/o Green Tamil Nadu Mission
Panagal Maaligai,
Saidapet, Chennai – 15.

REQUEST FOR EXPRESSION OF INTEREST

As part of the implementation of Green Tamil Nadu Mission 2022-23, the request for Expression of Interest is invited from the experienced Institution / Resource Organization/ Individuals for taking up the following work.

1. Digital book on Green Tamilnadu Mission.

Green Tamil Nadu Mission invites quotations from the advertising agencies/ experienced Institution / Resource Organization/ Individuals for the design & content development of Digital book on Green Tamilnadu Mission for showcasing of Green Tamilnadu Mission.

Detailed proposal along with cost estimate (as per the heads mentioned below), methodology and work plan is invited. The proposal with cost estimate and other technical details (as per the head/heads mentioned) may be sent on or before **14.06.2022**.

The project is to be completed by **15.07.2022**.

The proposals will be examined and the outcome will be intimated about the terms and conditions of the work and release of budget.

1. PROJECT AREA:

The project area shall whole of the state of Tamil Nadu.

2. SCOPE OF WORK:

The scope of work includes:

1. Creating and development of Digital book on Green Tamilnadu Mission
2. Developing layout, designing and installing the Digital book including all accessories such as table projectors etc
 - a. Providing digital contents for the Digital book.

b. Ensure that feedbacks from authorities are incorporated in the digital book.

c. Ensure that a soft copy is submitted to Green Tamil Nadu Mission.

3. The Digital book on Green Tamilnadu Mission will cover (Audio and Video)

a. The objectives and outcome of Green Tamil Nadu Mission

b. Progress and development initiated by the state for Green Tamil Nadu Mission

d. The profile of all activities under Green Tamil Nadu Mission

4. Upon completion, the agency shall handover the soft copy of the content, Videos, Photographs and other documents to Mission Director Green Tamil Nadu Mission and also install the digital book in the location specified by the Mission Director.

3. METHOD OF EXECUTION:

Agency will undertake all production related activities such as research, compiling of Information, preparation of text, videos, audio, designing, videography, photography, copywriting, proof reading and editing and installation of the digital book in the location specified by the Mission Director.

4. BID EVALUATION

The EOI will be evaluated and the lowest bidder will be selected for the 'Digital book on Green Tamilnadu Mission'. The lowest bidder has to remit Security deposit as a guarantee of performance of the bidder and execute an agreement with the Mission director before initiation of the work.

5. PAYMENT

- 50% of payment as advance on acceptance of terms & conditions of the work order.

- The balance 50% after the delivery and installation of the item.

6. DELIVERY SCHEDULE

- Submission of Quotation : 14th June, 2022
- Issue of work Order : 16th June, 2022
- Finalization of text and design : 20th June, 2022
- Final Draft : 25th June, 2022
- Delivery and installation : 15th July, 2022

7. SUBMISSION OF EOI

The EOI for the 'Digital book on Green Tamilnadu Mission' should reach in the address given below on or before 14th June, 2022 before 5 p.m. Submission of EOI through email will not be accepted. The EOI should contain brief details of the project with the specification such as model and make of accessories (Projectors, mounts etc) with a sketch or plan. The EOI should also specify the cost or number of pages.

Additional Principal Chief Conservator of Forests & Mission Director,

Green Tamil Nadu Mission

Panagal Maaligai,

Saidapet, Chennai – 15.

Yours faithfully


Additional Principal Chief
Conservator of Forests & Mission
Director