

Request for Proposal (RFP) for Corporate Video Creation for Domestic Worker Sector Skill Council (DWSSC)

Domestic Worker Sector Skill Council (DWSSC) invites the vendors to create a Corporate Video for the Domestic Workers sector to improve the visibility of undergoing skilling programs offered by DWSSC.

Prospective Providers who meet the pre-qualification criteria may furnish their Request for Proposal (RFP) with all the necessary documents via email on or before 07th June by 16:00 hours.

DWSSC reserves the right to extend the last date indicated above for which the RFP is invited.

Sushant Soni
HR & Admin
Domestic Worker Sector Skill Council

Part I – General Terms

1. Objective of RFP

- The Objective of this RFP is to create a Corporate Video (2-5 min) and (as mentioned in Part 2, the scope of work) for the Domestic Workers sector to enhance Visibility.
- The Video and related material (as mentioned in Part 2, the scope of work) shall be developed as per the demand of the Domestic Workers Industry.
- The selected vendor would be responsible to create the required video and production of the same as per the Terms and Conditions laid down by DWSSC
- This invitation of RFP intends to share the details of the scope of work entailed as part of this proposed partnership between the Developer and DWSSC

2. Authority Issuing the RFP

- This RFP is issued by the Domestic Workers Sector Skill Council (DWSSC)
- The contact person for this RFP is: Mr. Sushant Soni

The decision of DWSSC with regard to the shortlisting of developer through this RFP will be final and DWSSC reserves the right to reject any or all the RFPs received without assigning any reason.

3. Tentative Calendar of Events

The following table indicates important milestones and timelines for the completion of bidding activities:

<i>S. No.</i>	<i>Milestone</i>	<i>Date</i>
1	Release of Invitation of Request for Proposal (RFP)	01 st June 2023
2	Last date for submission of written questions by the prospective Developers	07 th June 2023
3	Clarifications issued by DWSSC for the questions raised by prospective Developers	08 th June 2023
4	Last date for submission of Quotation through email	10 th June 2023
5	Evaluation of RFPs and finalization of Applicants for Presentation to DWSSC	13 th June 2023 (Tentative)
6	Declaration of Shortlisted Vendor	15 th June 2023 (Tentative)

Part II – Background and Scope of Services

- **About DWSSC:** DWSSC is a non-profit company (Sec. 8) registered under the aegis of National Skill Development Corporation (NSDC) and the Ministry of Skill Development and Entrepreneurship, Govt. of India, (MSD&E) with the purpose to define and operate this key Sector wherein the domestic workers can find decent employment through proper skilling, work, and safe and smooth migration, minimum wages and other aspects of social security. The sub-sectors covered are Housekeeping/ household Services and Caregiving (Non-Clinical). DWSSC partners with Training Providers and Assessment bodies for imparting training, and certification and constantly upgrading the skilling eco-system.
- **The scope of work would include the following;**
 - Shooting Schedule
 - Scripting Process
 - Planning & Pre-Production
 - Video Editing Process
 - Supporting Music & Graphics
 - Production Timelines
 - Payment Details
- Corporate Video shall be developed in English and Hindi language.
- The developer shall submit the documents within the timeline specified in the work order.

Part IV – Formats

Letter for Submission of RFP

Date:

Place

Mr. Sushant Soni
Domestic Worker Sector Skill Council

Subject: Submission of RFP for Creation of Corporate Video

We hereby submit our RFP in response to the application for RFP for the creation of a Corporate Video related document (as mentioned in Part 2, scope of work) issued by DWSSC and we hereby confirm the following:

1. The RFP submitted by _____ (Name of the company) is as per the Terms and Conditions of the RFP issued by DWSSC
2. We have examined in detail and have understood and abide by all the terms and conditions stipulated in the RFP Document issued by DWSSC. Our application is consistent with all the requirements stated in the RFP Document.
3. The information submitted in our Application is complete, is strictly as per the requirements as stipulated in the RFP Document, and is correct to the best of our knowledge and understanding. We shall be solely responsible for any errors, omissions, or misrepresentations in our Bid.
4. We understand that DWSSC reserves the right to cancel this RFP at any time without assigning any reason whatsoever.
5. This RFP is valid for a period of 90 days from the time of submission

Signature of Authorized Representative of the
Company (along with Company Stamp)

Designation:

1.4 Experience working in the Domestic Workers Sector

<i>Total no of Experience and nature of work</i>	
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1.5 Proposed Quotation;

	<i>Particulars</i>	<i>Quote in INR</i>
(A)	For the Creation of Corporate Video (English, Hindi) with all the scripting, Music, and Graphics	
(B)	Proposed Timeline of Submission	

I hereby declare that the information furnished is true to the best of my knowledge

For any concerns, please mail us on info@dwsscindia.com

Signature of Authorized Representative of the
Company(along with Company Stamp)

Designation: