

ANNEXURES

- Annexure I: Letter for EOI submission, to be submitted on the letterhead of the institution (if a company / organization / agency).
- Annexure II: Information regarding any conflicting activities, and declaration thereof.
- Annexure III: Details of a minimum of two similar works executed by the bidder if an agency, or one high-quality work if a freelance individual.
- Annexure IV: Quote / Bid Form.
- Annexure V: Cost break-up.
- Annexure VI: Portfolio / resume if a freelancer.

ANNEXURE I

LETTER FOR EOI SUBMISSION, TO BE SUBMITTED ON THE LETTERHEAD OF THE ORGANISATION

Ref. No:

Date:

Executive Director,
TIDE, FF-1, Sapthagiri Apartments,
No. 30, 10th Cross, 15th Main Road,
RMV Extension, Sadashiv Nagar,
Bengaluru – 560080

Dear Sir / Madam,

We, the undersigned, offer to provide the services as required in your invitation for EOI dated: _____ . We are hereby submitting our proposal with all the requisite information and documents.

We hereby certify that all the information and statements made in this proposal are true, and accept that any misstatement or misrepresentation in the enclosed documents may lead to our disqualification.

We understand that you are not bound to accept or reject any proposal without assigning any reason.

Yours faithfully,

Authorized Signatory

NAME & DESIGNATION

ANNEXURE II

INFORMATION REGARDING ANY CONFLICTING ACTIVITIES AND DECLARATION THEREOF

Is the party engaged in any activities which conflict with the proposed activities of TIDE as mentioned in this document?

If yes:

Please furnish information on the activities the institution is engaged in which, in your opinion, are of a nature that conflicts with the assignment desired to be awarded by TIDE.

If no:

We hereby declare that our organization is not, either directly or indirectly, engaged in any activities which can be termed conflicting activities as mentioned in the EOI document. It is understood that any misrepresentation or misstatement in this regard shall lead to our organization being disqualified from the entire process.

Signature of the authorized signatory

Name

Designation

TO BE SUBMITTED ON THE LETTERHEAD

ANNEXURE III

Details of similar works executed — a minimum of two similar works if an agency, or one high-quality work if a freelance individual.

(Amount Rs. in Lakh)

Sl. No.	Nature of similar work carried out	Name of the party for whom such work was carried out	Total value of the work	Period of the assignment	Contact person name and mobile no.
1					
2					
3					
4					
5					
6					

AUTHORISED SIGNATORY

TO BE SUBMITTED ON THE LETTERHEAD

ANNEXURE IV

QUOTE / BID FORM

To
The Executive Director
TIDE
FF-1, Sapthagiri Apartments, No. 30, 10th Cross, 15th Main Road,
Raj Mahal Vilas Extension, Sadashivanagar,
Bengaluru – 560080

I hereby offer to submit our EOI for the
“ _____ ” assignment as a Service
Provider / Expert / supplier of material / services etc.

Sl. No.	Parameters	Particulars / Description
1	Name	
2	Address	
3	Contact details	Email: Mobile:
4	Total lumpsum cost / fee (in Rupees), inclusive of GST, for the work completed as per the ToR	
5	Number of short-form reels included in the quoted price	
6	GST number (if no GST, please submit a declaration)	

Note: Site visit charges will not be reimbursed separately.

Declaration:

I certify that the above particulars are correct. I understand and agree that if any statement is found to be false or incorrect, TIDE reserves the right to reject my application.

I certify that, if awarded the assignment, I shall maintain confidentiality and shall avoid conflict of interest.

Signature:

Place:

Full name:

Date:

TO BE SUBMITTED ON THE LETTERHEAD

ANNEXURE V

COST BREAK-UP

Bidders should quote against each line item below. Durations of the edited outputs are not fixed and will be agreed with TIDE at script stage; quote on the basis of the scope described in the ToR.

S. No.	Deliverable	Cost (INR)
1	Main documentary film — groundwater recharge intervention story (landscape)	
2	Session recording, Day 1 — community groundwater awareness session at the CMC (full day, approx. 6–8 hours, minimum two camera operators, PA line feed)	
3	Session recording, Day 2 — IEC session (full day, approx. 6–8 hours, minimum two camera operators, PA line feed)	
4	Edited session documentation video(s) from the two session days (landscape)	
5	Short-form social media reels (portrait 9:16) — state the number included	
6	Photographs — curated captioned set, plus the complete unedited set	
7	Drone photography and videography	
8	Graphics and technical animation (aquifer cross-section and recharge process)	
9	Subtitling, transcription and translation (English and Kannada)	
10	Travel, accommodation, logistics and any second mobilization (not reimbursed separately)	
	Sub-total	
	GST (if applicable)	
	Total amount	

TO BE SUBMITTED ON THE LETTERHEAD

ANNEXURE VI

PORTFOLIO OF THE VENDOR / AGENCY / INDIVIDUAL

Please attach a portfolio, showreel links, or a resume (for freelance individuals), including at least one sample of full-day event, workshop or session recording work.