


Notice Inviting Tender

Title	Developing audio-video documentary films for advancing community-led water security in Darjeeling Himalayas
Project	Community Led Climate Resilient Water Security in Two Tea Garden districts in Northern West Bengal
Location	Dara Gaon hamlet (Nagri Farm Tea Garden) and Bahidardhura Hamlet (Dhajea Tea Garden) in Pokhriabong III Gram Panchayat, Block – Jorebunglow-Sukhiapokhri, District – Darjeeling, West Bengal Kothidara hamlet (Rohini Tea Garden) and Godamdhura hamlet (Gidda Pahar Tea Garden), Gayabari - I Gram Panchayat, Block - Kurseong, District – Darjeeling, West Bengal
Timelines	Tender published on ICLEI South Asia website: 19 May 2026
	Last date for acceptance of proposals: 26 May 2026
	Identification of winning bidder: 28 May 2026
	Award of Work Order: 29 May 2026
Tender Inviting Authority	 Emani Kumar Executive Director <i>ICLEI - Local Governments for Sustainability, South Asia</i> C-3, Lower Ground Floor; Green Park Extension; New Delhi – 110016; India; Tel: +91 – 11 – 4974 7200
Reference	7/NIT/CLAP/ICLEI/2026
Date	19 May 2026

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I. Introduction and Context

This tender contains the Terms of Reference (ToR) which outlines the requirements for selecting a successful bidder for developing video documentation of the project Community-Led Climate Resilient Water Security in Two Tea Garden districts in Northern West Bengal (hereinafter referred to as 'the project'). The project aims to address the challenges of water scarcity and conservation with active participation of the local community (focusing on women), tea estate management and government departments. The Gorkhaland Territorial Authority (GTA) is the project partner and the Public Health and Engineering Department (PHED) is the nodal department for the project. SyncSage Consulting Private Limited is the technical partner.

ICLEI Local Governments for Sustainability, South Asia Secretariat (hereinafter referred as 'ICLEI South Asia'), intends to develop audio-video documentary films (hereinafter referred as 'said work') for the project. ICLEI South Asia invites separate tenders for the said work, mentioned in 'Section II: Scope of Work', from eligible bidders having desired credentials for execution of works of similar nature and financial capability. Passing the technical bid stage is required for the bidders to qualify for the next stage comprising financial bid. The successful bidder shall be chosen based on a 60:40 weighted combination of technical design and cost.

The video documentation will be done for the project hamlets in Darjeeling district. The project hamlets are – (i) *Dara Gaon* (Nagri Farm Tea Garden) and (ii) *Bahidardhura* (Dhajea Tea Garden) in Jorebunglow-Sukhiapokhri block; and (iii) *Kothidara* (Rohini Tea Garden) and (iv) *Godamdura* (Gidda Pahar Tea Garden) in Kurseong block.

Objectives of the assignment

1. To highlight the changes in conditions related to water resources in terms of pre and post project initiatives. Further, highlight post-project sustainability of the interventions.
2. To capture community voices (especially women), perspectives and practices, particularly related to water
3. To capture the perceptions and role of institutions, tea estates, GTA and ICLEI South Asia regarding water resource management in the region.

Target audience: Local community, institutions (PRI, GTA, PHED, etc.), other donor organisations, NGOs and any other organisation working in the development sector.

II. Scope of Work

The scope of work for this assignment includes development/preparation of one (1) documentary (up to 10 minutes duration) and multiple short videos (up to 3 minutes duration) comprising all four project hamlets. The documentary should showcase the journey of the project in a story form, focusing on the changes brought about by its initiatives. The story should include, but not be limited to:

- 1) **Project conceptualisation:** Early ideas, process of selection of district, blocks, tea gardens and project sites (hamlets), initial approach adopted for project implementation.
- 2) **Understanding of the study area and context:** Literature study and field observations, hardship of villagers, especially women, to collect water due to difficult terrain coupled with lack of water supply systems, community perceptions, practices, arrangements;
- 3) **Community situation prior to the project:** Baseline studies leading to identification and prioritisation of issues, modifications made in the project approach after understanding ground realities, based on field visits, community discussions and interactions with PRI members.
- 4) **Project activities:** Community engagements (FGDs, KIs, household surveys, etc.), baseline assessment, trainings including both aspects of water resource management and livelihoods, pilot interventions
- 5) **Change (before and after):** Changes brought about in the community, tea garden management and PRI by virtue of project activities

6) **Additional content for the videos:** Ideas from bidders are expected.

The agency will undertake field visits to all four hamlets to capture the following (but not be limited to):

i. General landscape of hamlets and surroundings

- Terrain, vegetation, water bodies, tea gardens and forest areas
- Settlements

ii. Community's perception of water as a resource

iii. Community Practices

- Water collection processes (distance, time, methods)
- Water usage patterns (domestic, livelihoods)
- Management of water resources (storage, rainwater harvesting, etc.)
- Women's role and time burden

iv. Local governance of water resources

- Practices and perceptions of PRI members and tea estates related to water
- Local governance for management of water resources

v. Project interventions

- Water storage systems (tanks, pipelines, reservoirs)
- Rainwater harvesting structures
- Spring discharge and rejuvenation efforts
- Trainings, group discussions

vi. Community initiatives towards water resource management

- Water committees
- Maintenance of water systems
- Community funding

vii. Issues

- Key issues related to water scarcity, including accessibility, quantity and reliability – including the perceived difficulties faced by the community
- Gendered impacts of water scarcity
- Waste management practices (plastic burning)

viii. Testimonials

Capture perceptions/testimonials of community (6-8 persons from each hamlet), all PRI representatives, all relevant officials from key institutions such as GTA, PHED, BDO, tea estates, and project team members (*Emani Kumar, Bedoshruti Sadhukhan, and Animesh Biswas*). The testimonials should cover issues related to water, perceived difficulties of the community, gendered impacts of water scarcity, waste management (plastic waste, sewage), drainage etc.

Editing Requirements

- Language: Essential in English and Nepali; desirable in Hindi (with English subtitles if required)
- Inclusion of:
 - Voice-over narration
 - Background music (licensed)
 - Text overlays and captions
 - Location identifiers
 - Basic infographics/animations (if needed)
- Review and log all raw footage
- Develop rough cut for review including voice-over narrative
- The final version of the videos will be prepared after discussions with the ICLEI team, incorporating their inputs and comments.

III. Deliverables

- One (1) main video/documentary comprising entire project story of up to 10 minutes duration. This may be in a two-part docu-series.
- Four (4) hamlet videos (one per project hamlet) of up to 3 minutes duration
- Ten (10) short videos, up to 1 minute duration, for social media dissemination
- Ten (10) short videos, up to 1 minute duration, for ARISE Forum, COP31, and other conferences
- All raw footage (organized and labelled)
- All high-resolution still photographs from field

All final videos shall be delivered in digital HD format (4K), along with master files, raw footage, subtitles, and graphics.

IV. Timeline

- i. One (1) draft first cut version of the video/documentary by 15 December 2026. Final version of the main video to be submitted by 15 May 2027 after incorporating latest field activities between 16 December 2026 - 14 May 2027.
- ii. Four (4) final version of the hamlet videos to be submitted by 15 May 2027.
- iii. Five (5) videos for social media dissemination to be submitted by 30 September 2026, and the remaining five (5) between 1 January – 15 May 2027.
- iv. Five (5) videos for conferences to be submitted by 30 September 2026, and the remaining five (5) between 1 January – 15 May 2027.

Final versions of the main project video/documentary, hamlet videos, social media videos, and conference should be submitted to ICLEI South Asia at least 2-3 weeks prior to the final submission date to ensure inputs are duly incorporated in the final versions.

V. Terms of Reference

1. Bonafide Indian organisations/ firms /companies, Registered Indian companies/firms and bidders of equivalent grade with proven credentials in execution of video documentation projects not otherwise blacklisted or debarred by order on the date of publication of this tender are eligible to participate subject to fulfilling the criteria laid down in this tender.
2. The participating bidder may be a single entity, ie, organization or freelancer. Hereinafter, the word 'bidder' used would apply to both an organization and a freelancer. Freelancers and small teams are encouraged to apply and may submit applications with clearly identified collaborators (if any)
3. The bidder should have been in the business of providing videography & photography services, electronic content development and related activities in India for at least 3 years or have completed a minimum of 3 similar assignments in video/documentary production as on 30/04/2026.
4. If the bidder ceases to meet the eligibility criteria or the qualification criteria set out in the tender at any time after the application due date and on or after the bid due date, then such bidder shall be disqualified, and their bid shall be liable for rejection.
5. This video documentation project should fulfil the minimum guaranteed performance and the technical specifications presented in this document.
6. The contract for video documentation project shall be in accordance with all applicable permits and regulations set out by the Government of India, and Government of West Bengal.
7. All necessary and allied tasks for operationalising/commissioning of the said work will be undertaken by the successful bidder, at their own cost, with clear timelines.
8. The successful bidder shall undertake basic project planning, sequencing, availing permissions, and all other requirements as required for the purposes of said work.
9. The bidder shall submit a detailed implementation plan for the entire assignment time period including required man days (Annexure A).

10. The successful bidder shall be responsible for all travel arrangements (to/from Darjeeling and between hamlets), local transport, boarding and lodging of crew, coordination with local authorities and tea garden management, and safety of crew and equipment.
11. ICLEI South Asia reserves the right to assess the capabilities and capacity of the bidder to perform the contract, should the circumstances warrant such assessment in the overall interest of the project.
12. ICLEI South Asia reserves the right to seek information and evidence from bidders regarding their continued eligibility and continued compliance with the qualification criteria at any time during the bid process. The bidders shall undertake to provide all the information and evidence sought by ICLEI South Asia.
13. In the event of the bidder sub-contracting any or part of the said work to another agency, then bidder shall be solely responsible/liable for such part. The successful bidder shall accompany the sub-contractor (if any) to the field for all such parts.
14. ICLEI South Asia reserves the right to reject any or all bids or cancel/ withdraw this tender without assigning any reason whatsoever and in such case no bidder/ intending bidder shall have any claim arising out of such action.
15. ICLEI South Asia reserves the right to terminate the work order, at any given time, in the event of the successful bidder showing lack of attendance to the work or negligence or sub-par/unfair performance in the opinion of ICLEI South Asia, irrelevant of any clause of the contract/work order by giving suitable notice to the bidder.
16. Site visits and shooting should commence within two weeks of award of Work Order.
17. Supply, sourcing, procurement, transportation including requisite insurance of all equipment will be undertaken by the successful bidder, at their own cost.
18. The successful bidder shall obtain necessary permits and clearances from all local stakeholders, including government statutory bodies, as required for completion of the project.
19. The successful bidder shall report to the concerned person from ICLEI South Asia as required.
20. All the operations not expressly included, that are necessary for proper functioning and fulfilment of the guaranteed performance, rules and regulations, shall be considered included through mutual discussion with ICLEI South Asia
21. The bidder shall be deemed to have carefully examined the work and site conditions. In this regard, the bidder will be given necessary information to the best of knowledge of ICLEI South Asia in consultation with but without any guarantee to it.
22. If bidder shall have any doubt as to the meaning of any portions of the scope of the work, or any other matter concerning the contract, bidder shall in good time, before submitting his tender, set forth the particulars thereof and submit them to the point of contacts, as given in Section XI of this tender, by email in order that such doubts may be clarified authoritatively before tendering. ICLEI South Asia will respond to queries until 1 day prior to the deadline for the submission of proposal.
23. The bidder shall address all aspects of the proposed outputs and deliverables mentioned in this tender.
24. It should be noted that the project is being implemented in areas under the jurisdiction of GTA, and hence instructions to bidders will be given by ICLEI South Asia in consultation with officials from the GTA.
25. ICLEI South Asia will be overall in-charge of all the work that would be executed under the present scope of work.
26. All outputs of the project (final video, raw footage, images) will remain the property of the client, that is, ICLEI South Asia.

VI. Technical Bid

Bidders should submit all documents listed in this section, as applicable, to qualify the technical evaluation stage and move to the financial bid opening stage.

1. The bidder shall submit the technical bid as a sealed envelope with title 'Developing audio-video documentary films for advancing community-led water security in Darjeeling Himalayas', containing:
 - a) The bidder shall submit a detailed technical proposal with adequate specifications, in an all page signed scanned PDF format. This proposal shall address all points mentioned in Section II of this tender. Refer to Annexure A for template.
 - b) The bidder shall submit relevant credentials/completion certificates of having undertaken at least three (3) works of similar nature in similar circumstances, terrain, and geography, which should have been commissioned within the last 36 months prior to the bid submission date.
 - The bidder shall submit, in support of the above, the list of projects commissioned within the last 36 months along with their work order/LOI/Commissioning certificates and the letter from Client/Employer. The certificates shall be in English language with mentioning the relevant details duly signed in the official letter head of the Client/Employer/Owner.
 - The bidder shall submit the abovementioned in scanned PDF format, separately for each project/work
 - In case of freelancers only, portfolio links and/or email confirmations demonstrating similar work may be submitted in lieu of formal completion certificates
 - c) CA Certificate to be submitted clearly mentioning fulfilment of the criteria of being in the business of providing videography & photography services, electronic content development and related activities in India for at least 3 years as on 30/04/2026. Freelancers may submit a self-attested declaration of the same.
 - d) The bidder's valid PAN Card
 - e) Valid 15-digit Goods and Service Taxpayer Identification Number (GSTIN) as applicable of the bidder organisation contained in GST Act, 2017 made compulsory by Finance Department, GoWB.
 - f) Income Tax Return filed for last three (3) years, including the current financial year or immediately preceding financial year (whichever is the latest), by bidder.
2. The bidder shall submit separately in scanned PDF format company details, as relevant from the list given below:
 - a) For Proprietorship Firms, Partnership Firms, Registered Company, Registered Co-operative Society - Valid Trade License/ acknowledgement/Receipt of application for Trade License/Revalidation as applicable under the Rules
 - b) For Partnership Firms - Legally valid Partnership Deed, Form-VIII/ Memorandum of Registration of Registrar of Firms, as applicable
 - c) For Companies - Incorporation Certificate, valid Trade License or acknowledgement of the issuing authority to receipt of application/renewal for Trade License from bidder, 'Memorandum of Articles' registered under the Registrar of Companies (ROC) under the Indian Companies Act, List of current owners/ Directors/Board Members
 - d) For freelancers/individuals - Any valid government-issued identity proof (such as Aadhaar Card, Passport, Voter ID, or Driving License)

Each of the scanned PDF copies are to be titled as per the given format, ie, 'Document name_Bidder name'. Each and every page of the documents should be duly signed by the bidder with date.

VII. Financial Bid

1. The bidder shall submit the financial bid with title 'Developing audio-video documentary films for advancing community-led water security in Darjeeling Himalayas'.
2. The financial bid is to be submitted as an excel spreadsheet locked by a password by the bidder (refer Annexure B for template). The tender inviting authority, ICLEI South Asia, shall contact the bidder and request the password in the event of them qualifying in the technical bid stage.

3. The contractor/bidder is required to quote the 'rate' against each item for all works mentioned in the template in an excel spreadsheet.
 - a) The rate should be in valid numeric format
 - b) The rate should be in Indian rupees (INR) per unit
4. A 'final bid value' should be calculated and mentioned after adding the sub totals of all the works and shall be inclusive of all taxes, costs, and charges.
 - a) The bid value quoted shall be fixed and firm and not subject to any escalation or variation. The price should be inclusive of all transportation and installation charges including all required material to successfully complete tasks, duties & taxes, insurance
 - b) All or any accessories/consumables/items required for satisfactory commissioning of the work shall be deemed to be included in the bid value and shall be provided by the bidder without extra charges.

VIII. Bid Submission

Bids are to be submitted via email and hard copy to ICLEI South Asia at the following address:

Postal Address:

ICLEI South Asia
Ground Floor, C-3
Green Park Extension
New Delhi - 110016

Email:

shruti.sadhukhan@iclei.org
siba.das@iclei.org
souhardo.chakraborty@iclei.org

The bidders shall submit their bids as per details given below:

1. Technical bid: All duly signed technical bid documents, as specified in Section VI, should be sent as a zipped folder, titled 'Technical Bid__CLAP Video_Bidder name'
2. Financial bid:
 - a. Password locked excel spreadsheet, as specified in Section VII, containing the rates, calculations and total bid value, titled 'Financial Bid_CLAP Video Bidder name'
 - b. The bidder shall send an all page signed scanned copy of the excel spreadsheet in PDF format with the 'final bid value', the rates and the calculation for each item. The PDF is to be titled 'Financial Bid_Bidder name'.

IX. Bid Evaluation

1. The bids received will be scrutinised and evaluated by ICLEI South Asia.
2. The bids will first be evaluated to determine responsiveness to the tender. A bid shall be considered responsive only if:
 - a. the bid is received by the bid due date, including any extension thereof,
 - b. it is signed, sealed, and marked as stipulated,
 - c. it contains the following information and documents (complete in all respects):
 - i. Technical bid
 - ii. Financial bid
 - iii. Supporting documents, if any
3. ICLEI South Asia shall evaluate and determine whether the bidders have submitted a technically responsive bid. The decision of ICLEI South Asia shall be final with respect to the selection of the qualified bidders. If required, clarification or additional documents from the bidder shall be sought.
4. Total bid value quoted by each qualified bidder that has submitted a substantially responsive financial bid will be tabulated and shall be checked for arithmetical errors. If there is a discrepancy between words and figures quoted as the total bid value, ICLEI South Asia shall seek clarification from the bidder. In the absence of a satisfactory clarification then the lesser amount shall prevail.

5. The successful bidder shall be chosen based on a 60:40 weighted combination of technical design and cost. All technically qualified bids are scored on two separate scales:
 - a. Technical proposal score – based on understanding of the assignment, methodology and approach, quality of storyboard/concept, relevant experience – scored on a scale of 0 to 100. A minimum of 50 marks is required to qualify this stage.
 - b. Financial score – depends on the competitive nature of the final bid value inclusive of all taxes, costs, charges– scored on a scale of 0 to 100, wherein the lowest bid value receives 100 marks and the remaining 0.
 - c. Then a combined score is calculated using the weights:
 - d. Technical design weight = 60%
 - e. Financial bid weight = 40%
 - f. Thus, for each bidder:

"Final score"= ("Technical score" × 0.60) + ("Financial score" × 0.40)

6. The bidder with the highest final score (not necessarily the cheapest) shall be selected to implement the project.

X. Award of contract

1. Detailed Work Order will be issued by email to the successful bidder tentatively within 3 days of announcing the successful bidder.
2. The successful bidder is to forward the signed and sealed work order to ICLEI South Asia at the earliest or not later than 3 (three) days of issue of work order.
3. In case the successful bidder fails to indicate his intent to undertake the said work within the stipulated time of 3 (three) days and observe the formalities as above, the Work Order will be cancelled, and the next ranked bidder will be finalised by ICLEI South Asia.

XI. Contact information for queries/clarifications

For any queries, please write to the given mentioned email contact for clarification at least 3 days in prior to the last date of bid submission: souhardo.chakraborty@iclei.org

Annexure A: Design Proposal Template

Developing audio-video documentary films for advancing community-led water security in Darjeeling Himalayas

1. Bidder Information (Individual / Organisation)

- Name of bidder / freelancer / collective
- Type: Individual / Company
- Address and contact details
- Years of experience (or relevant portfolio experience for freelancers) – bidders to submit proof of work completion as specified in Section VI of this tender
- Primary contact (name, email, phone)
- Short profile (200–300 words)

2. Team Composition or Individual Capacity

- For firms: team structure and roles
- For freelancers: roles you will cover (camera, sound, edit, etc.)
- Any collaborators/partners (if applicable)
- Language skills (especially Nepali)

3. Understanding of the Assignment

- Understanding of project objectives, outcomes and local context (Darjeeling tea gardens, terrain, water issues)
- Sensitivity to gender and community dynamics

4. Technical Capabilities

- Equipment available (camera, audio, drone if any)
- Editing software/tools
- Post-production capabilities (graphics, subtitles)
- Ability to work in low-resource settings

5. Storyboard / Concept Note

- Overall narrative structure
- Key themes: water, gender, community, institutional roles

6. Work Plan and Timeline

- Timeline aligned with the milestones mentioned in this tender document
- Proposed number of field visits/days
- Phasing (pre-production, production, post-production)

7. Flexibility and Innovation

- Creative ideas beyond this scope of work
- Any innovative storytelling formats

8. Risk Management

- Field risks (weather, accessibility) / logistical risks
- Backup plans (equipment / personnel)

9. Annexures

- CV / profile of key person(s)
- Portfolio links

Annexure B: Financial Bid Template

Bidder may add rows and columns as applicable

Section	Item Category	Sl. No.	Item / Component	Unit	Qty	Rate (INR)	Amount (INR)	Remarks / Assumptions
A	Pre-production	1	Script / narrative outline for main documentary / Storyboarding / shot list (doc + hamlet videos + short videos) / Production planning & logistics (permissions, schedule, local coordination)	Lump sum	1			
B	Production (Field) – Hamlet-wise	1	Dara Gaon (Nagri Farm Tea Garden) – filming & interviews	Lump sum	1			
		2	Bahidardhura (Dhajea Tea Garden) – filming & interviews	Lump sum	1			
		3	Kothidara (Rohini Tea Garden) – filming & interviews	Lump sum	1			
		4	Godamdhura (Gidda Pahar Tea Garden) – filming & interviews	Lump sum	1			
C	Post-production – Main Documentary	1	Final cut of main documentary (after review rounds)	Lump sum	1			
	Post-production – Hamlet Videos	2	Editing – 4 hamlet videos (up to 3 min each)	Video	4			
	Post-production – Short Videos	3	Editing – 10 short videos for social media (up to 1 min)	Video	10			
		4	Editing – 10 short videos for conferences (up to 1 min)	Video	10			
	Post-production - Audio, Language, Subtitles	5	Voice-over (English, Nepali, Hindi) – recording, mastering, subtitling, translating, licensed background, mixing, graphics, etc.	Lump sum	1			
D	Travel & Logistics -	1	Travel (to/from sites)	Lump sum	1			
		2	Accommodation (crew) during field visits	Night				
		3	Per diem / meals	Day				
		4	Local permits/fees (if any)	Lump sum	1			
	Contingency (if any)							
	Total cost						0	
	GST (@18%)						0	
	Total payable cost						0	