



# MCL

जन संपर्क विभाग  
Department of Public Relations  
महानदी कोल्फील्ड्स लिमिटेड  
(भारत सरकार का उद्यम)  
MAHANADI COALFIELDS LIMITED  
(A Government of India Enterprise)

Ref. No. MCL/PR/ShortFilm/ 6879

Dated 18.06.2025

## NOTICE INVITING QUOTATION

Mahanadi Coalfields Limited (MCL), a subsidiary of Coal India Limited, invites quotations from experienced and qualified agencies for the production of 5 (five) short films on the theme of *Women Empowerment*, focusing on the company's initiatives and contributions.

- 1. Scope of Work: Production short-films, including script/screenplay writing, videography with HD cameras (including drone if required for the purpose of storytelling), sound, music, lights graphics, etc.**
  - **Number of Films:** 5 (five)
  - **Language:** Hindi
  - **Quality:** Full HD
  - **Duration:** Each film should be between 2 to 5 minutes.
  - **Commencement of Work:** Within one week on intimation from the PR Dept.
  - **Commencement of Shooting:** Within one week after approval of script.
  - **Commencement of Post-production:** Within 3 days after completion of shoot.
  - **Submission of films:** Within three days of approval of final draft film.
  - **Mode of Delivery:** Pen drive and e-transfer of files.

**Note: #** The agency will have to arrange for transportation of its crew and equipment to the shot sites, which may be in Ib Valley Coalfields (Sundergarh & Jharsuguda), Talcher Coalfields (Angul) and company headquarters Sambalpur & Angul.

## Arrangement of Food and Stay in Company Guest Houses will be provided during the period of shoot.

- 2. Eligibility Criteria:** Interested agencies must:

- Be empanelled with Centre Bureau of Communication (CBC)/DAVP, or National Film Development Corporation (NFDC).
- Have prior experience in producing short films or documentaries for Centre/State Govt departments/PSUs.

**Required Documents for Technical Qualification:** Please ensure the following documents are attached to your email:

- Valid empanelment with CBC/DAVP or NFDC.
- Experience of having produced documentary films for Central/State Governments or PSUs. [Self-attested copies of work orders for similar jobs (minimum 02) since the financial year 2024-25.]

- P-1 of 2

पता/पीओ: जागृति विहार, बुर्ला, संबलपुर-768020 (ओडिशा) / At/PO: Jagruti Vihar, Burla, Sambalpur-768020 (Odisha)

E-mail: pro.mcl@coalindia.in, pro.mclhq@gmail.com

MCL  
18/6/25

18/6/25

Subm!  
18 June 2025



# MCL

जन संपर्क विभाग  
Department of Public Relations  
महानदी कोल्फील्ड्स लिमिटेड  
(भारत सरकार का उद्यम)  
**MAHANADI COALFIELDS LIMITED**  
(A Government of India Enterprise)

- Copy of GST Certificate.
- Copy of PAN.
- Undertaking of non-banning (as per annexure).

**Note:** All documents should be self-attested and submitted in password-protected PDF format.

**3. Payment Terms:**

- 100% payment will be made after the successful completion of the project upon receipt of GST-compliant invoices along with the requisite materials and documents.

**4. Submission of Quotation:**

**Last Date for Submission: June 23, 2025**

**Time: 13:30 hrs**

**5. Contracting Authority : GM/HOD (Public Relations), Mahanadi Coalfields Ltd, At/PO: Jagruti Vihar, Burla, Sambalpur 768020**

**6. Paying Authority : GM/HOD (Finance), Mahanadi Coalfields Ltd, At/PO: Jagruti Vihar, Burla, Sambalpur-768020**

**7. General Instructions:**

- Please submit your "Rate Quotation for 05 Nos. Short Films" through email to [vinayak.jamwal@coalindia.in](mailto:vinayak.jamwal@coalindia.in) in password-protected PDF format, duly stamped and signed as per the attached **Annexure-A**.
- Ensure that all required documents are enclosed.
- Late submissions will not be considered.
- After Technical Evaluation of documents, the qualified agencies will be requested through reply-mail to share the password of their **.pdf protected price bid** document.
- The company reserves the right to cancel or drop this work partially or completely before the award to work, and company will not be responsible to compensate any loss in such circumstance whatsoever.

*Swapnil!*  
*18th June 25'*  
(Swapnil Shukla)  
Dy Mgr (Civil/Civil-Welfare)

*Majeshwar MP*  
*18/6/25*  
(Majeshwar MP)  
Dy Mgr (Finance)

*Vinayak Jamwal*  
*18/6/25*  
(Vinayak Jamwal)  
Manager (PR)

- P-2 of 2

पता/पीओ: जागृति विहार, बुर्ला, संबलपुर-768020 (ओडिशा) / At/PO: Jagruti Vihar, Burla, Sambalpur-768020 (Odisha)

E-mail: [pro.mcl@coalindia.in](mailto:pro.mcl@coalindia.in), [pro.mclhq@gmail.com](mailto:pro.mclhq@gmail.com)

Letter head

Date:

To,  
Mahanadi Coalfields Limited,  
Jagruti Vihar, Burla  
Sambalpur - 768020

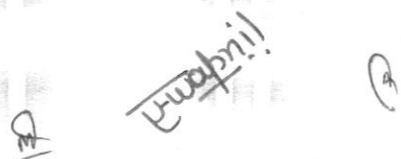
**Undertaking**

We declare that, we have not offered to supply/ supplied/is not supplying same or similar product/ systems or sub systems at a price lower than that offered in the present bid in respect of any Organization/ Ministry/ Department of the Govt. of India or Coal India Ltd. and/ or its Subsidiaries or other PSU or any other private organization during the currency of the contract and if it is found at any stage that same or similar product/systems or sub systems was supplied by the bidder to any Organization/ Ministry/ Department of the Govt. of India or Coal India Ltd. and/ or its Subsidiaries or other PSU or any other private organization at a lower price during the currency of the contract, then that very price will be applicable to the present case and the difference in the cost would be refunded by the bidder to buyer, if the contract has already been concluded.

Further we declare that, we have not been banned or de-listed or debarred or put on holiday by any Government or quasi-government agencies or PSUs.

Thanking You

Sign, Designation, name & Seal

Handwritten signature and stamp, including a circular seal and a rectangular stamp with text.

**Subject: Submission of Consolidated Financial Bid for the Production of 5 Short Films on Women Empowerment.**

**Ref. No.:** MCL/PR/ShortFilm/

**Date:**

We are pleased to submit our consolidated financial bid for the production of 5 (five) short films on the theme of Women Empowerment, focusing on the initiatives and contributions of Mahanadi Coalfields Limited.

<b>Scope of Work</b>	<p>Production short-films, including script/screenplay writing, videography with HD cameras (including drone if required for the purpose of storytelling), sound, music, lights graphics, etc.</p> <ul style="list-style-type: none"> <li>• <b>Number of Films:</b> 5 (five)</li> <li>• <b>Language:</b> Hindi</li> <li>• <b>Quality:</b> Full HD</li> <li>• <b>Duration:</b> Each film should be between 2 to 5 minutes.</li> <li>• <b>Commencement of Work:</b> Within one week on intimation from the PR Dept.</li> <li>• <b>Commencement of Shooting:</b> Within one week after approval of script.</li> <li>• <b>Commencement of Post-production:</b> Within 3 days after completion of shoot.</li> <li>• <b>Submission of films:</b> Within three days of approval of final draft film.</li> <li>• <b>Mode of Delivery:</b> Pen drive and e-transfer of files.</li> </ul>
<b>Amount (Rs)</b>	
<b>GST (Rs)</b>	
<b>Total (Rs)</b>	

**Signature of Authorised Signatory (with seal/stamp)**

**Name :** .....

**Designation:**.....

**Agency Name:**.....

**Note** \*This document is to be attached in **password-protected .pdf** format

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P-wabn!!  
B