

Government of West Bengal
Office of the Commissioner of Police
Bidhannagar
VYBK, Salt Lake Gate No.-3 Sec-III, Kolkata-106

TENDER NOTICE

Tenders are invited by the Commissioner of Police, Bidhannagar on behalf of Governor of West Bengal from bona fide firms/Agencies for **Professional Video and Drone Videography Services as well as for preparing an animation presentation on Saltlake VYBK Stadium and surrounding areas for the upcoming Law & Order Management.**

Bidder eligibility

- Registered firm/company with valid PAN, GST and any required local registrations (e.g., trade licence, UDYAM etc.).
- Minimum years of operation in video production/animation (commonly 2 years;).
- Not blacklisted by any government/PSU/large private organisation; bidder to provide self-declaration on non-blacklisting and no criminal/corruption cases pending.

Technical capability — drone shooting

- Drone specifications (indicative language you can use):
 - Minimum camera resolution Full HD 1920x1080; for higher-end work 4K may be specified.
 - Minimum optical zoom coverage.
 - Minimum continuous flying/recording time (e.g., 25-30 mins per battery) and ability to re-deploy within 30-60 minutes.
- Ability to provide:
 - Stabilised aerial video (gimbal-mounted camera).
 - Still photographs and video in specified formats (e.g., MP4, MOV, JPEG, PNG).
 - Live feed to a control room/monitor if required (for event management/security work).
- Trained drone pilots,

Technical capability – animated video making

- Dedicated in-house or empanelled team for: script writing, storyboarding, 2D/3D animation, voice-over, music, and post-production.
- Experience in similar animation style required (e.g., 2D explainer, motion graphics, 3D character animation) and ability to deliver videos in specified durations and languages (e.g., Bengali + English voiceover/subtitles).
- Software and infrastructure: licensed professional tools for editing and animation (e.g., Adobe, Autodesk, etc.), high-end workstations, secure data backup and storage.
- Capacity to provide multiple revisions, language versions, and formats suited for social media, TV, LED walls, etc.

Commercial, legal and delivery conditions

- Submission requirements:
 - Technical bid
 - Financial bid
- Delivery timelines and penalties:
 - Clear timelines for first draft, revisions and final delivery (e.g., raw drone footage within 24 hours, first cut of edited/animated video within 7-15 days).
 - Liquidated damages/penalty for delay (e.g., percentage deduction per week of delay, subject to a cap).
- IP rights and usage:
 - All raw footage, project files and final videos to be property of the department, with full rights for future use without extra payment (while still respecting software copyright and third-party licences).
- Compliance:
 - Drone operations to comply with DGCA rules, local law and any police/administrative permissions
 - Vendor responsible for all permissions, site recce, safety, and insurance for their crew and equipment.