

**KERALA ACADEMY FOR SKILLS EXCELLENCE (KASE)**

(A Government of Kerala Undertaking)

Reg Office: 3rd Floor, Carmel Towers, Vazhuthacaud,  
Thiruvananthapuram - 14.

**KASE/288/2025-ExeP-Part(2)**

07-02-2026

**NOTICE**

**Subject:** Selection of Agency for Scripting and Production of a Documentary-Style Video on the "Synergies in Motion : Kerala–Germany Partnership Summit 2025"

Kerala Academy for Skills Excellence (KASE), the State Skill Development Mission under the Department of Labour and Skills, Government of Kerala, hereby invites quotations from experienced agencies for the scripting and production of a **documentary-style video** based on the Synergies in Motion : Kerala–Germany Partnership Summit held on October 24 and 25, 2025.

The quotations should include the proposed documentary concept and structure, key coverage areas, visual and production approach, deliverables and timelines, and the estimated budget. The selected vendor will be responsible for editing and sequencing, colour correction, audio clean-up and mixing, incorporation of titles and lower thirds, captioning/subtitles in English, basic motion graphics including animated intro/outro and logo reveal, and delivery of master files in formats suitable for broadcast and social media.

Interested agencies are requested to submit their proposals, outlining the concept, technical approach, and financial quote, to **coo@kase.in**. The detailed requirements and submission format are provided in the Annexure attached to this notice.

**Last Date for Submission:** 15 days from 07-02-2026

The undersigned reserves the right to accept or reject any or all quotations without assigning any reason thereof.

Signed by

Sufiyan Ahmed

Date: 07-02-2026 17:30:06

**Managing Director**

## **Annexure**

### **Scope of Work**

The selected agency will be responsible for the end-to-end production process, including:

- Pre-Production:
  - Concept & Scripting: Research, narrative development, storyboarding, and scriptwriting in English.
- Production:
  - Filming: Conducting testimonial shoots/interviews with key delegates, covering the event (if footage is not provided), managing camera, lighting, and logistics.
- Post-Production:
  - Editing & Visuals: High-quality non-linear editing, motion graphics, and professional color grading.
  - Audio: Professional English Voiceover, background score/music composition, and sound mixing.
  - Subtitling: English subtitles for the entire duration.
  - Ensuring adherence to professional standards of layout, typography, and overall design quality aligned with KASE branding guidelines.

### **Deliverables**

The agency must submit the final output in Full HD (1920x1080) resolution 7 via Google Drive/Hard Disk/USB. The required deliverables are:

1. Master Film: Duration of 8 to 10 Minutes
2. Highlight/Teaser Edit: Duration of 1 Minute (Social Media ready)
3. Project Files: Clean feed (without text/graphics) if requested.

### **Timeline**

- First Draft: To be submitted within 3 days of receiving the work order/raw footage.
- Final Output: To be submitted within 3 days after feedback incorporation.

### **Terms and Conditions**

- The quoted amount must be inclusive of all costs associated with the production (including royalty-free music rights and professional voiceover artists).
- The final video will be the sole property of KASE.
- The selected agency shall strictly adhere to the quality standards and timelines specified by KASE.
- Payment shall be made as per KASE norms upon satisfactory completion and acceptance of the deliverables.
- Any dispute arising from this assignment shall fall under the jurisdiction of the courts at Thiruvananthapuram.