

NEW MANGALORE PORT AUTHORITY

General Administration Department,, PANAMBUR,
MANGALORE- 575 010 Phone: 0824- 240738 Extn. 208 / 581
GSTIN : 29AAALN0057A2ZG

“REQUEST FOR QUOTATION”

Enquiry No.: 1/1/Comm/TRG/2024-25

Dated: 03.09.2024

To,

(As per List Enclosed)

Subject: RFQ for producing one 06-minute short video and a 01-minute summarized video of the former 06-minute video - Reg.

1.Quotations through SEALED ENVELOPE are invited from interested agencies in Mangalore for the work of “**producing one short video of 06-minutes and a 01-minute summarized video of the 06-minute video**” at maximum cost of Rs. 1,85,500 excluding GST, addressed to the Secretary, New Mangalore Port Authority for the services given below, subject to the terms and conditions mentioned hereunder. The sealed envelope should clearly be superscribed with the above ENQUIRY NO. and shall be submitted to Secretary, General Administration Department, New Mangalore Port Authority, Panambur, Mangalore – 575 010 in a sealed envelope only.

2.The Quotation enclosed in a sealed cover superscribed as the above subject should reach to the undersigned on or before 10.09.2024 at 03:00 pm. Quotations will be opened on 11.09.2024 at 03:00 pm.

Sl. No.	Description	Duration	Quantity	Price per item	Total Amount (Rs)
1	Producing short video of various CSR projects of the Port including video shoot, drone video shoot, post video edit, professional voice over, background music, motion graphic animation, text infographic motion, etc., for New Mangalore Port Authority	06 minute	01 nos		
2	Producing short summary video of the above mentioned 06-minute video which includes post video edit, professional voice over, background music, motion graphic animation, text	01 minute	01 nos		

	infographic motion, etc., for New Mangalore Port Authority				
<p><u>SPECIAL NOTE:</u> Bidders are informed to quote strictly as per the specifications. Deviation in specification leads to rejection.</p>		<p style="text-align: center;">Yours faithfully, Sd/- Dy. Secretary General Administration Department NMPA.</p>			

Note: The vendors situated in and around Mangalore or vendors having authorised branches in & around Mangalore are eligible to submit the quotation failing to which the quotations are liable for rejection.

Terms and conditions:

1. The rate quoted shall include incidentals, overheads, travelling expenses, and all other expenditure related to the execution of this assignment etc., complete as per the scope of work.
2. The rate quoted shall be exclusive of GST. Applicable GST shall be claimed as separate line item in tax invoice.
3. Available resources such as script, data of projects funded will be provided by the Port.
4. Video / Drone videography should be done with 4K camera setup of various projects, facilities & infrastructure wherever necessary and as directed by the Port.
5. The agency shall do the necessary activities like post video edit, professional voice over, background music, motion graphic animation, text infographic motion, enhancement of images etc.
6. The shooting locations will be within the limits of Dakshina Kannada & Udupi Districts.
7. The agency will be responsible for arranging logistics to reach the project locations for video shoots. Contact numbers of the CSR beneficiaries will be shared with the selected agency. The agency has to co-ordinate with the CSR beneficiaries to schedule the shoot for fulfilment of the assignment.
8. Before finalizing the videos, agency shall forward the draft copy for final approval and can be considered as a final copy only after Port's confirmation.
9. The agency has to complete the assignment and submit the draft copy of video as per scope of work within 15 days from the date of issue of work order.
10. Payment shall be made only after approval of the final copy.
11. Invoice for the work done may be sent to the Secretary, General Administration Department.
12. New Mangalore Port reserves the right to accept or reject any quotation or cancel the work without assigning any reason whatsoever.

Yours faithfully

Sd/-

Dy. Secretary
General Administration Department

NMPA, Panambur
Mangalore – 575 010