

# NEW MANGALORE PORT AUTHORITY

General Administration Department, PANAMBUR, MANGALORE-

575 010 Phone: 0824- 240738 Extn. 581 / 209

GSTIN: 29AAALN0057A2ZG

## “REQUEST FOR QUOTATION”

**Enquiry No.: 1/1/Comm/TRG/2025-26**

Dated: 04.07.2025

To,

(As per List Enclosed)

**Subject: RFQ for producing three short videos of 01-minute each on inaugurate various port-led industrialisation Projects of NMPA - Reg.**

1.Quotations through SEALED ENVELOPE are invited from interested agencies in Mangalore for the work of **“producing Three short videos of 01-minute each” at maximum cost of Rs. 52,000.00 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 Deputy 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 14.07.2025 at 03:00 pm. Quotations will be opened on 15.07.2025 at 03:00 pm.

Sl. No.	Description	Duration	Quantity	Price per item	Total Amount excluding GST (Rs)
1	Producing short video of various port-led industrialisation projects of the Port including shooting, post video edit, professional voice over, background music, motion graphic animation, text infographic motion, etc., for New Mangalore Port Authority	01 minute	03 nos		

**SPECIAL NOTE:**

Bidders are informed to quote strictly as per the specifications. Deviation in specification leads to rejection.

Yours faithfully,

Sd/-

Dy. Secretary  
General Administration Department  
NMPA.

**Note: The vendors situated in and around Mangalore or vendors having authorized 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 will be provided by the Port.
4. The agency shall do the necessary activities like video shoot including aerial shoot, post video edit, professional voice over, background music, motion graphic animation, text infographic motion, enhancement of images etc.
5. The agency will be responsible for arranging logistics to reach the project locations for video shoots.
6. 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.
7. The agency has to complete the assignment and submit the draft copy of video as per scope of work within 07 days from the date of issue of work order.
8. Payment shall be made only after approval of the final copy.
9. Invoice for the work done may be sent to the Deputy Secretary, General Administration Department.
10. 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