



महाराष्ट्र ऊर्जा विकास अभिकरण (महाऊर्जा)  
महाराष्ट्र शासनाची संस्था

Maharashtra Energy Development Agency (MEDA)  
A Government of Maharashtra Institute



स्वातंत्र्याचा अमृत महोत्सव

MEDA महाऊर्जा

ECN/2022-23/CR-20/2854

Date: 28<sup>th</sup> July, 2022

**Subject: - Quotation for Preparation of total 04 nos. of documentary (3 - 5 Minutes each) in Marathi & English languages on Energy Conservation success stories for (1) 02 nos. Villages, (2) 03 nos. Government Buildings, (3) 04 nos. Government Schools & (4) Combined Documentary.**

Dear Sir,

Government of Maharashtra has designated Maharashtra Energy Development Agency (MEDA) as the "Designated Agency" to enforce, regulate and promote various energy conservation measures under Energy conservation Act 2001 within the State. With these mandates, MEDA invites sealed quotations for the preparation of total 4 nos. documentary in Marathi & English languages on Energy Conservation success stories for selected 02 nos. Villages under Model Energy Efficient Village Campaign, 03 nos. Government Buildings & 04 nos. Government Schools under SPEED programme of BEE as mentioned below;

**1) First Documentary (3 - 5 Minutes):-**

**Selected Villages:**

- Village Radhanagari, Tal. Radhanagari, Dist. Kolhapur.
- Village Wambori, Tal. Rahuri, Dist. Ahmednagar.

**2) Second Documentary (3 - 5 Minutes):-**

**Selected Government buildings:**

- Mhaswad Municipal Council, Tal. Mann, Dist. Satara & Mhaswad Water Pumping scheme.
- Marathwada Mahsool Prashikshan Prabhodhini, Aurangabad Dist. Aurangabad.
- Dr. Panjabrao Deshmukh Krushi Vidyapith, Vidyapith Library, Akola, Tal. Akola, Dist. Akola.

**3) Third Documentary (3 - 5 Minutes):-**

**Selected Government Schools:**

- Javahar Navodaya school, Khedgaon, Dist. Nashik
- Takshashila vidyalay, Nashikroad, Deolali Gaon, Dist. Nashik
- Zilha Parishad (Ex. Govt) Urdu Girls Secondary School and High School Amravati
- Zilha Parishad Secondary School and High Secondary School Vadhona (Ramnath), Dist. Amravati.

**4) Fourth Documentary: - Combined of above 03 documentaries.**

General conditions & instructions for the submission of quotations are illustrated below.

**A. Scope of Work**

Sr. No.	Description of Work
1.	<b>Preparation of 4 nos. documentary (3 - 5 Minutes) in Marathi &amp; English languages on Energy Conservation</b> <ol style="list-style-type: none"><li>Site Shooting (HD Camera)</li><li>Drone Camera Shooting</li><li>Script Writing</li><li>Studio Rent – Audio Recording</li><li>Voice (Commentary)</li></ol>

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| vi. Video Editing<br>vii. Music Editing<br>viii. Transport & accommodation charges |
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**B. Instructions for submitting quotations**

1. Quotation should be submitted with clear understanding of terms & conditions, the nature of job/ scope of work etc.
2. Quotation should be submitted in the format attached with this letter & signed by authorized signatory with forwarding letter (in enclosed format) on letter head of agency.
3. Quotation should be submitted including GST & all taxes/charges. No any extra taxes will be paid by MEDA.
4. Quotation should be submitted in self address sealed envelope & written name of work on right top corner of envelop.
5. Quotation should be submitted to MEDA by dated **8<sup>th</sup> August, 2022** up to **3.00 p.m.** After due date & time no quotation will be considered.

**C. General Instructions**

1. Work should be completed strictly under the supervision of MEDA.
2. Above mentioned locations may be changes upon any difficulties faced by you during the work and alternate location will be communicated accordingly.
3. Work should be carried out & completed within time frame given by MEDA.
4. MEDA will not be responsible for any loss occurred during execution of work.
5. For any disputes arise in this regard decision of Director General, MEDA will be final.
6. MEDA has rights to cancel any quotation or cancel all quotation without assigning any reasons thereof.
7. For additional work, supplementary work order will be issued to L1 bidder.

**D. Opening of sealed offers & finalization of Agency**

1. Quotations will be opened in front of MEDA's authorities. Agency will be finalized on low cost basis.
2. Agency will be intimated in due time for carrying out the work.

**E. Terms of Payments**

1. Payment will be made to agency after completion of work only. Agency will submit the invoice within week to MEDA. MEDA will release the payment based on actual work done.
2. TDS whichever is applicable will be deducted by MEDA.
3. No interest will be payable on the payment/delay payment by MEDA.
4. No any payment will be paid by MEDA for incomplete & unsatisfactory work.
5. Penalty will be charged for delayed clause 0.5 % per week of total cost of work.

Yours faithfully,

  
General Manager (Energy Conservation)

**Encl.:** Description of work & Format for quotation.

Date:....August, 2022

**FORMAT FOR QUOTATION**

**Name of Work: Quotation for Preparation of total 04 nos. of documentary (3 - 5 Minutes each) in Marathi & English languages on Energy Conservation success stories for (1) 02 nos. Villages, (2) 03 nos. Government Buildings, (3) 04 nos. Government Schools & (4) Combined Documentary.**

**Ref: MEDA Letter No.....**

Sr. No.	Description of work	Total cost in Rs.
*1.	<b>Preparation of total 4 nos. documentary (3 - 5 Minutes) in Marathi &amp; English languages on Energy Conservation 03 nos. of Separate Documentaries (3 - 5 Minutes) &amp; 01 combined Documentary.</b> i. Site Shooting (HD Camera) ii. Drone Camera Shooting (if necessary) iii. Script Writing iv. Studio Rent – Audio Recording v. Voice (Commentary) vi. Video Editing vii. Music Editing viii. Transport & accommodation charges	
	<b>Estimated Cost in Rs.</b>	
	<b>GST</b>	
	<b>Total Cost (including GST) Rs.</b>	

Name of Authorised Person/official

Sign & Seal of Company/Firm