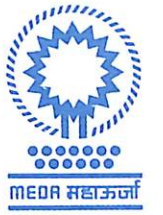




महाराष्ट्र ऊर्जा विकास अभिकरण (महाऊर्जा)
महाराष्ट्र शासनाची संस्था

Maharashtra Energy Development Agency (MEDA)

A Government of Maharashtra Institute



ECN/2022-23/CR-65/636

Date: 15th February, 2023

To,
MEDA website & Notice Board

Subject: - Preparation of documentary video (4-6 Minutes) in Marathi & English language and TV Spot 30 second for awareness of Energy Conservation Building Code (ECBC) in Marathi language under “Energy Conservation Building Code (ECBC)” of BEE Scheme.

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 documentary video (4-6 Minutes) in Marathi language and TV Spot of 30 second for awareness of Energy Conservation Building Code (ECBC) in Marathi Language under “Energy Conservation Building Code (ECBC)” of BEE Scheme.

1. The video documentary shall be prepare on the technical concept of ECBC and Demo Project of ECBC (under construction /implanted) in Marathi & English languages.
2. TV Spot for awareness of Energy Conservation Building Code (ECBC) in Marathi language

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

A. Scope of Work

Sr. No.	Description of Work
1.	Preparation of documentary video (4-6 Minutes) in Marathi & English language on “Energy Conservation Building Code (ECBC)” of BEE Scheme. i. Site Shooting (HD Camera with 4K shooting) ii. Drone Camera Shooting (if necessary) iii. Script Writing iv. Video graphic v. Video Editing vi. Studio Rent – Audio Recording vii. Voice Recording (Commentary) viii. Music Editing ix. Transport & accommodation charges
2.	TV Spot 30 second for awareness of Energy Conservation Building Code (ECBC) in Marathi language i. 4k shooting ii. 2 Actor iii. Studio Rent iv. Video Graphic v. Video Editing vi. Video Editing vii. Video Recording viii. Script writing ix. Music editing x. Transport & accommodation

औंध रोड, स्पायसर कॉलेज समोर, पशुसंवर्धन आयुक्तालया शेजारी, औंध, पुणे - ४११ ००७. दूरध्वनी : ०२० - ३५०० ०४५०

Aundh Road, Opposite Spicer College, Near Commissionerate of Animal Husbandry, Aundh, Pune - 411 007 Tel. No. : 020 - 3500 0450

Web-site : www.mahauria.com

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 **21st February** 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:....February, 2023

FORMAT FOR QUOTATION

Name of Work: Quotation for Preparation of documentary video (4-6 Minutes) in Marathi & English language and TV Spot 30 second for awareness of Energy Conservation Building Code (ECBC) in Marathi language under “Energy Conservation Building Code (ECBC)” of BEE Scheme.

Ref: MEDA Letter No.....

Sr. No.	Description of work	Total cost in Rs.
1.	Preparation of documentary video (4-6 Minutes) in Marathi & English language on “Energy Conservation Building Code (ECBC)” of BEE Scheme. i. Site Shooting (HD Camera with 4K shooting) ii. Drone Camera Shooting (if necessary) iii. Script Writing iv. Video graphic v. Video Editing vi. Studio Rent – Audio Recording vii. Voice Recording (Commentary) viii. Music Editing ix. Transport& accommodation charges	
2.	TV Spot for awareness of Energy Conservation Building Code (ECBC) in Marathi language of 30 second i. 4k shooting ii. 2 Actor iii. Studio Rent iv. Video Graphic v. Video Editing vi. Video Editing vii. Video Recording viii. Script writing ix. Music editing x. Transport & accommodation	
	Estimated Cost in Rs.	
	GST	
	Total Cost (including GST) Rs.	

Name of Authorised Person/official

Sign & Seal of Company/Firm