



## **OFFICE OF THE MUNICIPAL COUNCIL, BALASORE**

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No. 5667

Dt. 26/07/2021


### **QUOTATION CALL NOTICE**

The Executive Officer, Balasore Municipality on behalf of Balasore Municipal Council, Balasore invites sealed Quotation from reputed firm or agency for preparation of 3 nos. of 5 mins of video clips on Balasore Municipality.

Sl. No.	Description of Work	EMD	Unit	No. of unit	Rate per unit	GST	Total Amount
01.	Shooting Equipments a. Camera Resolution 4K (3840 x2160) b. Drone Camera Resolution 4K c. LED Lights d. Cordless Sound unit etc.		day	3 days			
02.	Post Production for 5 min video a. Voice rec. editing b. Graphics 2D/3D c. Background music & mixing d. Output format- MOV/MP4 e. Resolution 4K/HD f. Voice artist	2000/-	video clip	3 video clip			

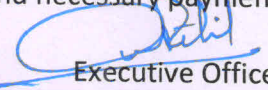
The sealed quotation super scribed as "Quotation call Notice for preparation of video clip on Balasore Municipality" will be received up to 04.00 P.M on dt.04.08.2021 in the tender box kept in office of the Executive Officer, Balasore Municipality or by post which will be opened on same day at 5.00 P.M. in the office chamber of the undersigned in presence of the quotationer or their authorized representatives/agent who may be present at the time of opening of quotations. The interested quotationer should be incorporated with the Regd. Certificate of the firm, Valid GSTIN, PAN Card and experience certificate which will be duly self-attested.

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

  
Executive Officer  
Balasore Municipality

Memo No. 5668 / Dt. 26/07/2021

Copy forwarded to the I&PR Department, Odisha, Bhubaneswar with a request to publish the above Notice in one daily once in one edition for wide publication as per I&PR rate of minimum size having font size to be 7 & line gap 1mm. Complimentary copy of the Newspapers containing the quotation call Notice may be sent to this office for reference and record and necessary payment.



Executive Officer  
Balasore Municipality

Memo No. 5669 / Dt. 26/07/2021


Copy to the Office Notice Board, District Office Notice Board, Balasore Municipality Website for wide publication.



Executive Officer  
Balasore Municipality

Memo No. 5670 / Dt. 26/07/2021

Copy to DIO, NIC, Balasore for uploading the same in NIC Website.



Executive Officer  
Balasore Municipality

Memo No. 5671 / Dt. 26/07/2021

Copy submitted to the Collector & District Magistrate cum Administrator, Balasore for favour of kind information.



Executive Officer  
Balasore Municipality



## **TERMS & CONDITIONS**

1. The quotationer should have valid Registration certificate of firm.
2. The quotationer should have valid PAN card, GSTIN with up to date income Tax Returns.
3. The EMD should be deposited along with the quotation in form of demand draft in favour of Executive Officer, Balasore Municipality.
4. There will be security deposit of 5% of the award value and should be deposited in form of DD in favour of Executive Officer, Balasore Municipality before awarding the contract.
5. The quotationer have experience in the similar field.
6. The shooting is within the Balasore Municipality area .
7. The final output should be 5 minutes duration or less as per need & content (if direct) and in MOV/MP4 format.
8. The video must be made in Odia Language/ English/ Hindi as per need.
9. The conveyance and accommodation of crew is from your own arrangement.
10. All the rushes are to be delivered along with the final output in 3 DVDs and in a pendrive.
11. The shooting date and time will be informed 2days before by the ULB.
12. Payment will be made on submission of bills in duplicate. However the undersign reserves the right to disallow the payment if the documentary video is not found satisfactory.
13. Rate quoted should not be more than I&PR rate.

**Signature & seal of the bidder**

**EXECUTIVE OFFICER  
BALASORE MUNICIPALITY**